Dear Resident Assistant Applicant,

Thank you for your interest in a Resident Assistant position for the 2014-2015 academic year. Please review the following information contained in this packet carefully. In order to be considered for a Resident Assistant position at Marywood University, please observe the following qualifications:

- Attained a cumulative grade point average of 2.50
- Acquired at least 30 earned and/or projected credits at date of application
- Currently be in good disciplinary standing with the University
- One (1) semester of on-campus residency preferred
- Be able to attend mandatory Resident Assistant training sessions: (typically occurs two weeks before the start of the Fall semester)
- Have the ability to hold the RA position as a priority, only second to academics
- Not hold the position as Student Government President during the Resident Assistant Appointment, unless prior approval is given

Please follow these guidelines to properly submit your application:

- Complete the attached application in its entirety and return it to the Office of Housing & Residence Life, 2nd FL (205) Nazareth Student Center, no later than 4:30pm on Friday, February 14, 2014. You will be required to arrange your Resident Assistant interview at time of your application submission.
- Identify two (2) references from two (2) different individuals. You should request to your recommenders that your references be completed via the “Electronic Reference Form” found on the Marywood Housing and Residence Life Home Page (link: Housing & Residence Life - Electronic Reference Form). The completed “Electronic Reference Forms” will be automatically sent to our office. All references are to be completed no later than 4:30pm on Friday, February 14, 2014. Missing references will constitute an incomplete application. Your references should be a faculty or staff member within the Marywood community and/or a former employer. You are welcome to use a staff member within the Office of Housing & Residence Life as one of your references.

After you have turned in your application, please complete the following:

- Develop a schedule of classes and extra-curricular activities, which allows you to be available to students during most evening hours. If you are planning to be involved in any activity, except classes, which would take you away from the RA position for more than 10 hours per week, you will be expected to discuss this time commitment during your interview.
- Please plan on attending the Resident Assistant group process (Friday, February 28, 2014, 2:30 pm) interview and individual interview (when arranged - TBD).

Should there be any questions or concerns, please do not hesitate to ask any member of the Office of Housing & Residence Life staff. Best of luck!
Marywood University
Resident Assistant Position Description

Contract Length: Early August until the day after Commencement

Reports To: The Residence Director, Assistant Director, and Director of Housing & Residence Life

Listed below are the specifics, which surround the expectations, held for individuals serving as Resident Assistants.

I. Appointments: Resident Assistants are appointed by the Director of Housing and Residence Life and the Assistant Director of Housing and Residence Life in consultation with the Residence Directors.

II. Duties and Functions: The Resident Assistant is a staff member for the Housing and Residence Life Office, and as such, is a staff member of the University. As a staff member, the RA is expected to strive to accomplish the objectives of the Residence Life program.

The primary role of the Resident Assistant is to serve as a resource person, peer helper and programmer in order to support the growth, development and academic success of residents. The Resident Assistant promotes a healthy living and learning environment. Resident Assistants are chosen on the basis of leadership experiences, academic achievement, communication and interpersonal skills. Resident Assistants must be interested in working with students to develop a positive residence community and a willingness to be actively involved in their own personal growth and development.

The RA as a Resource Person

1. Is familiar with the organization and workings of the University so that he/she can, when appropriate, be a mediator and liaison between students and the university community.
2. Knows the people, locations and extent of services offered by various campus offices and organizations where students may be referred for personal, academic and social concerns. Informs and updates the Residence Director of all important resident occurrences or students with possible emotional, physical or mental health concerns.
3. Knows the proper procedures for making referrals.
4. Knows and accurately interprets university and residence hall policies and regulations for students.
5. Posts relevant information regarding policies, activities, Resident Committee information, etc.

The RA as a Programmer and Community Developer

1. Initiates and involves students in activities in the Residence Halls.
2. Informs residents of opportunities for involvement both on and off campus and encourages participation.
3. Knows programming resources on campus and in the community. Completes all programming requirements.
4. Encourages the planning of activities and programs that foster community involvement and responsibility, as well as the growth of individual identity.
5. Supports programs, projects and meetings sponsored by the Resident Committee.
6. Conducts floor/house meetings monthly or as necessary throughout the year.
7. Helps develop leadership skills among students.
The RA as an Administrator

1. Promptly and accurately completes all administrative duties required by the Residence Director. This includes but is not limited to, weekly reports, incident reports, knowledge of the RA Manual, etc.
2. Disseminates and/or posts information in public areas.
3. Works with other Resident Assistants and the Housing and Residence Life Office to facilitate efficient operation of the resident area.
4. Provides duty coverage in the hall/area on a regular schedule of weeknights and weekends.
5. Addresses maintenance concerns by following the appropriate channels to communicate problems.
6. Attends and actively participates in weekly RA meetings and other meetings scheduled by the professional staff.
7. Completes paperwork, meets deadlines and arrives at meetings in a timely manner.
8. Maintains an awareness of routine and emergency procedures essential to the safety and security of individuals in the area (i.e., fire alarms, medical emergencies, usage of master keys).
9. Participates in the opening and closing of the Residence Halls at the beginning and the end of the semester and University vacations. This includes remaining later for breaks and returning earlier from breaks.
10. Checks office mailbox and University email daily.
11. Develops positive relationships with building support staff (housekeepers, maintenance, etc.).
12. Assists with the selection of new Resident Assistants and the room selection process.
13. Serves on University committees as needed.

The RA as a Peer Helper and Support Person

1. Spends sufficient time in his/her area to become acquainted with each student as an individual - his/her interests, abilities, attitudes, needs and concerns.
2. Is available and accessible to students for both formal and informal group contact.
3. Helps and refers students on matters of academic and personal concern.
5. Is alert to changes deviating from “typical” student behavior that might signal a more serious problem (i.e., sustained depression, withdrawal, cutting classes, extreme tension, sleeping too little or too much, etc.).
6. Is aware of the relationship between roommates and other individuals or groups in his/her area and takes a proactive approach in helping to resolve any conflicts.
7. Is aware of the limitations of the peer helper role and makes referrals to the Residence Director, the Assistant Director, the Director of Housing and Residence Life and/or the appropriate counseling resource.

The RA as a Disciplinarian

1. Orients students to the concept of community living by encouraging cooperation, respect, consideration, and community spirit through floor, group and individual meetings and participatory goal-setting and decision-making.
2. Is familiar with campus and Housing and Residence Life publications, such as, Resident Assistant Staff Manual, The Resident Handbook and the University Handbook/Calendar.
3. Appropriately confronts students and documents behaviors which violate policies and procedures. Follows up with the student(s) and Residence Director as necessary.
4. Sets an academic atmosphere on the floor by demonstrating a personal interest in academic pursuits, exemplifying good study habits and encouraging residents to maintain an environment conducive to academic work through the enforcement of quiet hours and study hours.
5. Helps residents to recognize the relationship between individual freedom and the rights of
others leading to the development of appropriate assertive behavior.

6. Promotes the concept of self-government, encouraging residents to be responsible for their own actions.

7. Upholds the rights and privacy of resident students.

8. Shares the responsibility for creating an environment which encourages self-awareness, self-expression and personal growth within the limits agreed upon by the community.

9. Helps students to understand the reasons for regulations and encourages dual and group responsibility in maintaining them.

10. Knows, interprets and enforces state, University and Housing and Residence Life policies and follows them personally.

11. Is familiar with the University judicial system and the procedures to follow to use it properly.

The Office of Housing & Residence Life

Ross Novak
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Patricia Deschaine
Administrative Assistant
reslife@marywood.edu
### Resident Assistant Selection Timeline

(This schedule is subject to change with notice)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td><strong>Monday, January 20, 2014</strong></td>
<td>Applications made available through e-mail, the Residence Life website and at the Housing and Residence Life Office, Nazareth Student Center, 2nd Floor.</td>
</tr>
<tr>
<td><strong>Weeks of January 16th–February 3, 2014</strong></td>
<td>Resident Assistant Informational Sessions (Loughran, Regina, Madonna, Nazareth – Latour)</td>
</tr>
<tr>
<td><strong>Friday, February 14, 2014</strong></td>
<td>Resident Assistant Applications and References Due by 4:30 p.m. in the Housing and Residence Life Office, Nazareth Student Center, 2nd floor.</td>
</tr>
<tr>
<td><strong>Weeks of February, 17th – February 28th</strong></td>
<td>Individual Interviews (30 minutes)</td>
</tr>
<tr>
<td><strong>Friday, February 28th, 2014</strong></td>
<td>Group Process Interviews (2:30 pm)</td>
</tr>
<tr>
<td><strong>Friday, March 14, 2014</strong></td>
<td>Candidates may pick up notification letters at the Housing and Residence Life Office, Nazareth Student Center between 10:30 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td><strong>Thursday, March 20, 2014</strong></td>
<td>Acceptance forms returned by 4:30 p.m. to Housing and Residence Life Office, Nazareth Student Center, 2nd floor.</td>
</tr>
<tr>
<td><strong>TBD</strong></td>
<td>Welcome Meeting for all 2014-2015 staff members</td>
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MARYWOOD UNIVERSITY
OFFICE OF HOUSING & RESIDENCE LIFE
RESIDENT ASSISTANT EMPLOYMENT APPLICATION

Please complete this application in its entirety and submit it to the Office of Housing & Residence Life, 2nd FL (205) Nazareth Student Center, no later than Friday, February 14, 2014 (4:30pm).

I. GENERAL INFORMATION

Name: __________________________________________ Class of: _______________ __________
Cumulative GPA: _______________

Local Address: _________________________________ Major: __________________________

Home Address: _________________________________ Cell Phone: _________________________

Have you lived in on-campus housing before? Yes ____ No____
If yes, where and for how long?

________________________________________________________
________________________________________________________
________________________________________________________

Do you plan to be involved in any off-campus program in the coming academic year (i.e. student teaching, internship, practicum, etc.)? Yes ____ No____
If yes, which semester and how many hours/week?

________________________________________________________
________________________________________________________
________________________________________________________

Do you plan to be involved in any on-campus activities in the coming academic year (i.e. clubs, work study, volunteer work, sports, etc.)? Yes ____ No____
If yes, which semester and how many hours/week?

________________________________________________________
________________________________________________________
________________________________________________________
Please type answers to the questions in section II. Include your name on the top of each page and attach it to the application. Use any amount of space necessary to complete each answer.

II. QUESTIONS

1. Explain your reasons for your interest in the Resident Assistant position.

2. What qualities do you possess that make you a positive role model for others?

3. What are some of the aspects of the position that you look forward to, and what are some aspects you may find challenging?

III. REFERENCES

You will need to identify two (2) recommenders to complete two (2) separate recommendations. You should request your recommenders that your references be completed via the “Electronic Reference Form” found on the Marywood Residence Life Home Page - links:

Housing & Residence Life - Electronic Reference Form or

https://docs.google.com/a/maryu.marywood.edu/forms/d/13rs-NS4OS975mXJwb38M5elINpJA_t_v09DWwAfVRQw/viewform

Completed “Electronic Reference Forms” will be automatically sent to our office. All references are to be completed no later than 4:30pm on Friday, February 14, 2014. Missing references will constitute an incomplete application. Your references should be a faculty or staff member within the Marywood community and/or a former employer. You are welcome to use a staff member within the Office of Housing & Residence Life as one of your references. Note: Should you need paper copies of reference forms, please contact the Office of Housing & Residence Life at reslife@marywood.edu.

1st Reference

Name: _____________________________       E-mail: _____________________________

Position/Title: _____________________________       Phone: _____________________________

2nd Reference

Name: _____________________________       E-mail: _____________________________

Position/Title: _____________________________       Phone: _____________________________

***Please ensure that you have forwarded information to your references to complete the "Electronic Reference Form." The Housing Office will not notify your references or automatically forward the link to access this form***
IV. STATEMENT OF ACCURACY OF INFORMATION

I understand that falsifying any information on this application will disqualify me as a candidate for the position of Resident Assistant. I further understand that certain records will be checked to verify my qualifications, specifically academic and conduct records.

Signature __________________________________________ Date ______________________

Marywood University, Scranton, Pennsylvania, prepares students to have a positive impact on society at regional and global levels while providing each student with the foundation for success in an interdependent world. Marywood University is an independent, comprehensive, Catholic institution of more than 3,000 students, committed to the integration of liberal arts and professional studies in the context of ethical and religious values. Founded by the Congregation of the Sisters, Servants of the Immaculate Heart of Mary in 1915, Marywood offers a wide variety of bachelor's, master's, and doctoral degree programs, as well as continuing education programs, designed to place men and women of all backgrounds and ages at the forefront of service, knowledge, and technology.

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission, or with respect to employment. Inquiries should be directed to Dr. Patricia Dunleavy, Assistant Vice President for Human Resources, Coordinator for Act 504 and Title IX, Marywood University, Scranton, PA 18509-1598. Phone: (570) 348-6220 or e-mail: dunleavy@marywood.edu.

NOTE: Resident Assistant positions are awarded on the basis of qualifications and not financial need. Remuneration for the position may affect your financial aid package.