



CHADRON STATE COLLEGE

DEPARTMENT OF RESIDENCE LIFE

RESIDENT ADVISOR INFORMATION QUESTIONNAIRE

Please complete the entire application as instructed at <https://www.csc.edu/housing/residence-life/apply-for-an-ra-position/>. All requested information can be submitted online, emailed to sparker@csc.edu or submitted in person to the Residence Life

Office (in the Hub) or to your building AD or GA.

If printing and submitting any appropriate documents via mail, please send to Chadron State College, Housing Office, 1000 Main Street, Chadron, NE 69337.

General Description:

The premise and foundation of the position is to assist with building community. The scope of this position embodies many responsibilities and roles, including but not limited to communicator, programmer, and role model.

Under the direct supervision of the Assistant Director of Residence Life along with the Senior RA, the Resident Advisor is expected to demonstrate a commitment to Residence Life by programming for the needs of students to develop the individual and strengthen the community.

Qualifications:

The position of RA at Chadron State College is an individual who is self-motivated, friendly, capable of working independently and in a group setting, possesses leadership skills and is willing to devote his/her commitment to the Chadron State College Residence Life Program.

It is preferred that an individual lives in a college residence hall for two full semesters prior to becoming an RA. Must be a full time student and is preferred to have completed 24 credit hours. Must be a positive role model for one's peers and have the personal experience and character to enable success in developing supportive relationships with one's peers. RA's must be committed to learning and to personal development on the job. Special permission must be obtained to carry a credit load that exceeds 16 hours. Also must maintain a cumulative GPA of at least 2.00.

Typical RA Duties & Responsibilities:

- **Community Building ("Home away from home")**
 - Conduct floor meetings at the beginning of each semester and as needed.
 - Solicit Floor Representatives at 1st Floor Meeting.
 - Provide a positive living and learning environment in a home away from home by developing a community that is safe, secure, comfortable, and inclusive
 - Get to know students and facilitate their social interaction by setting an example for students. Specifically, the RA should be exemplary in carrying out rules, attending class, participating in residence activities, demonstrating concern for other students, etc.
 - Act in a professional manner, for example using appropriate language and being respectful, use appropriate demeanor when interacting with other staff members, residents and departments
 - Show a sincere interest and friendliness to all students
 - Assisting the ADRL & ADHRL in program planning and implementation
 - Create and implement programs to meet the requirements as outlined by the programming model.
 - Fulfill all programming requirements as outlined for the RA position per semester and serve as a resource for programming in their building
 - Support campus activities and programs such as: Week of Welcome, Homecoming, The Big Event, Spring Daze and Family Day.
 - Maintain a strong presence and high level of visibility in assigned area, and become acquainted with students
 - Identify and encourage student leadership and participation in residence functions and community life

- Report maintenance needs to ADRL in a timely manner
- Assist with recruiting and recontracting.
- **Security & Safety (“Safe and Secure living environment”)**
 - Be aware of student needs and share appropriate information to the ADRL and/or Associate Directors, Title IX, etc.
 - Maintain communication between Residents, Graduate Assistants, Assistant Directors, Associate Directors, Housing Office, Title IX Office, Custodial Staff, and Maintenance Staff.
 - Work at least two desk hours per week during the semester, plus weekend desk hours as required
 - Attend Disciplinary Hearings at the request of the Assistant Director.
 - Participate in the On-Duty schedule for the duration of the contract (each contract is one semester long)
 - Adhere to all Chadron State College policies and procedures outlined in the student handbook and residence life handbook as well as understanding, abiding by, and fully supporting all CSC and Housing and Residence Life policies, procedures, and programs
 - Advise residents of, and encourage adherence to Residence Hall policies and procedures including students’ rights and responsibilities
 - Assist in getting information to and from residents as directed by ADRL
 - RA’s must sign in and out of the building for a maximum of three (3) hours at a time (after 7pm on the weekdays and all day on the weekend)
 - Complete all paper work on time as required for check-in and check-out procedures and any other administrative work as assigned
 - Prepare necessary reports and records, which include:
 - Intentional Interaction Reports are completed in the time assigned by the Associate Director and ADRL
 - Incident Reports emailed to supervisor and/or appropriate superiors within two (2) hours of incident
 - Memo of Conversation emailed to supervisor within two (2) hours of event
 - Other documents assigned, submitted in a professional and timely manner
- **Professional Development and Training**
 - Return to campus on designated dates and attend ALL training sessions as outlined (Fall & Spring)
 - Meet regularly with the ADRL and other staff members and attend bi-monthly RLA in-services and RLA meetings
 - Attend and participate in weekly RA staff and other meetings as determined by ADRL
 - One-on-one meetings as designated by the ADRL
- **Performs other duties as assigned by ADRL and/or Associate Directors**

Time Requirements:

In Building

RA/SRA’s are required to remain in the residence hall after visitation hours have ended (12:00 PM on weekdays, 2:00 AM on weekends (Saturday/Sunday)). If a residence hall does not have set visitation hours, the previously mentioned hours will apply to the RAs of those buildings.

On Call

On Call is defined as remaining in the residence hall or absent from the residence hall for short periods of time with the approval of the ADRL. On Call time should be used for such things as programming, having room door open, and being available to residents. This is the perfect time to build community in your floor. It may be as easy as sitting in your lobby talking with residents, playing video games with them, or watching a movie together.

On Duty

RA/SRA’s are required to be “On Call” while on-duty. On a rotating basis during the week and on weekends from 7:00 PM to 7:00 AM. The “On-duty” shift includes:

- Forwarding the RA On-Duty phone to the RA’s personal phone.
- Holding the RA On-Duty Binder throughout the shift.
- Remaining in the building from 7:00 PM – 7:00 AM.
- Working assigned desk shift based on building expectations.
- Ensuring hall exits/entrances are secured as specified by the ADRL.
- Maintaining the RA Log by noting events that occurred while On-duty.
- Seeking assistance from other staff if necessary. RA/SRA should contact the RA On-Call, floor RA, Senior RA, GA (if applicable) or ADRL.
- Staying until residents on the floor are checked out.
- Conduct rounds with the RA On-Call (if applicable) at or around 7:00 PM, 10:00 PM, 12:00 AM (weekend rounds Saturday/Sunday at or after 2:00 AM)

Desk Hours

Each residence hall requires set desk hours each evening for RA/SRA's to work (Typically from 7:00 PM – 12:00 AM. Hours will fluctuate depending on the amount of staff in each hall).

The ADRL may require an RA/SRA to sit additional desk shifts if needed on a temporary basis.

Additional Employment

RA/SRA's may hold off campus jobs. They may work during time off, breaks, and between semesters at off campus positions. RA/SRA's may work on campus (work study or institutional) but may not exceed 16 hours per week, and must have approval from their ADRL. It is preferred that RAs work in their own residence hall as desk workers or security. They can also work as a tutor. Time commitments for internships need to be discussed/approved with ADRL and ADHRL.

NOTE: RA/SRA's must take the RA position into account when working other jobs. If the additional job prevents the RA from completing required tasks and representing a reasonable level of availability, the RA may be asked to reconsider their employment or continuing in the RA position.

Time Off:

RA/SRAs are not limited to a specific number of days off within the limits of the RA/SRA agreement. However, the following is expected of each RA/SRA:

- Reside in one's assigned residence hall room as a primary residence during the terms of the RA/SRA agreement, maintaining visibility within the hall.
- Work all scheduled on-call, on-duty, and assigned desk shifts as applicable.
- Remain in the residence hall after visitation hours have ended.
- Communicate with the appropriate supervisor about any absences from the residence halls for periods exceeding two nights.
- Remain mindful of scheduled work days, meetings, all-on events, trainings, room checks, and the like to ensure proper attendance.
- Remain mindful of the number of staff within the building to ensure availability for emergencies.

When the RA/SRA is absent overnight because of a CSC academic event/trip, CSC sport trip, or CSC Club trip, those days cannot be counted against said RA/SRA. If an RA/SRA is a member of a National Guard Unit, they cannot be penalized for such absences. In the case of an absence for academics, sports, club, or National Guard or Reserve activities, the RA/SRA must schedule their days off with their building supervisor at least two weeks in advance to ensure that all on-duty hours are covered or traded with other staff.

Breaks, Break Coverage, Break Checks:

Resident Advisors may leave for breaks at the discretion of the building supervisor. At times, RAs may also be requested to remain in-building for certain breaks. Additionally, at select breaks, RAs will be selected to remain on campus past the break start time to conduct room checks throughout the hall (For example, if a break starts on Friday at 5:00 PM, RAs will remain in the building up to 5:00 PM and past that time until the hall room checks are complete).

RAs must return to campus the last day of the break by the time designated by the ADRL.

All-On Days

RA/SRA's are required to remain on campus for the following events:

Fall Semester

Fall Check-in Weekend
Homecoming Weekend
Halloween

Spring Semester

Spring Check-in Weekend
Scholastic Day
St. Patrick's Day
Spring Game/Big Event/Spring Daze

Please note that any other campus events necessitating special coverage as designated by the Associate Director of Housing and Residence Life may be included as "All-On" days.

NOTE: All-On days are mandatory for staff to attend. Any exceptions must receive prior approval from ADRL and the ADHRL.

Compensation:

RA's receive a waiver for a single room and a \$300.00 credit for a meal plan of their choice. Returning RA's receive an additional \$50.00 per semester for every year (a fall and spring semester) served as an RA at Chadron State College. The raise is valid up to \$600.00.

APPLICATION CHECKLIST

- COMPLETED RESIDENT ADVISOR ONLINE QUESTIONNAIRE (INCLUDING REFLECTION)

- 3 COMPLETED REFERENCES WITH ENVELOPES SEALED & SIGNED

- RESUME (UPLOAD TO ONLINE QUESTIONNAIRE)

- COVER LETTER (UPLOAD TO ONLINE QUESTIONNAIRE)

- BACKGROUND CHECK FORM*

- SCHEDULE OF INTERVIEW AVAILABILITY FOR THE ASSIGNED DATES
([HTTPS://WWW.CSC.EDU/HOUSING/RESIDENCE-LIFE/APPLY-FOR-AN-RA-POSITION/](https://www.csc.edu/housing/residence-life/apply-for-an-ra-position/))

- RETURN ABOVE FORMS TO YOUR HALL DIRECTOR (AD/GA) OR THE RESIDENCE LIFE OFFICE (SOUTHWEST CORNER OF THE HUB)
BY APPLICATION DEADLINE ([HTTPS://WWW.CSC.EDU/HOUSING/RESIDENCE-LIFE/APPLY-FOR-AN-RA-POSITION/](https://www.csc.edu/housing/residence-life/apply-for-an-ra-position/))

*ONLY REQUIRED UPON REQUEST