Resident Assistant Application Process

General Information

What is a Resident Assistant?
A Resident Assistant (RA) is a student who lives in a Marist residential area/hall and acts as a resource and role model for the students in their residence area. RAs play a key role in creating an environment for students that is conducive to academic, personal, and social growth. RAs develop social and educational programs for their residents to build community to complement classroom learning. An RA is a resource, mentor, and community leader in their residence area.

Minimum Requirements:
- Must be a full-time undergraduate student at Marist College
- Must have completed at least one semester of undergraduate studies at Marist College
- Currently reside in on-campus housing
- Must have a minimum cumulative GPA of 2.50
- Must be in good standing with Student Conduct (each candidate’s Student Conduct records will be evaluated)
- Must participate in scheduled individual interview and group process

Resident Assistant Responsibilities:
- Work closely with Resident Director (RD)
- Attend weekly scheduled staff meetings with residence area staff members and RD
- Attend scheduled individual meetings with Resident Director
- Share weekday and weekend duty coverage with staff members. Duty times, requirements, tasks, and responsibilities will be covered during training
- Participate in break duty rotation
- Be available to residents and work towards building a strong community among residents
- Respond to emergencies in residence area
- Act as a positive role model whether on or off campus
- Return early and stay late during breaks and at the opening and closing of residence areas
- Attend all training periods and in-service requirements
- Counsel students on academic, personal, and/or social matters
- Complete programming requirements
- Support responsible hall governance
- Carry out duties associated with assigned Special Project
- Supervise and enforce administrative policies and regulations
- Foster an atmosphere conducive to academic success
- Refer students to appropriate student services on campus
- Oversee and report maintenance concerns
- You will be certified in AED/CPR training
- Other duties as assigned
A Resident Assistant must:

♦ Demonstrate effective leadership skills, and possess a vision to affect positive change.
♦ Be knowledgeable of and abide by all Marist College policies and procedures and assist in their enforcement.
♦ Familiarize themselves with all residents by name and face that are under their charge, and work to establish a positive rapport and mutual trust.
♦ Have an overall working knowledge of College resources in order to make appropriate referrals.
♦ Demonstrate the maturity necessary to cope with the day-to-day decisions involved with working in the residence areas.
♦ Have a personal and professional commitment to the position that means going above and beyond minimum requirements.
♦ Ensure satisfactory living conditions within their residential area.
♦ Have sensitivity and concern for the welfare of others as individuals.
♦ Adhere to the Resident Assistant core competencies.
♦ Be able to work effectively as a member of the Resident Assistant team.

Position Expectations

General Expectations:

♦ RAs have a sincere commitment to the position and to the Office of Housing and Residential Life. RA responsibilities take precedence over all other non-academic coursework. Therefore, efficient and effective time management is a high priority.
♦ RAs set a good example for their residents.
♦ Each RA is expected to be mindful of their role as a representative and liaison for the Office of Housing and Residential Life. As an RA, you are responsible for upholding and supporting the administrative policies and procedures of the College. Residents will look to you to clarify housing policy, which places you in a vital and delicate position. Be careful not to communicate your personal views in such a way that residents may comprehend them as policy.
♦ RAs hired in the Fall for the upcoming Spring Semester will be expected to complete 1 night of Break Duty during Spring Break.
♦ If you are going abroad in the Spring Semester and you are interested in an RA position upon your return, then you must go through the Fall RA Selection process.

Remuneration:

♦ Room and partial board

*Note* RA staff may not have additional employment on campus.

Please consult with Student Financial Services to determine how the RA position may affect your financial aid package.
**Resident Assistant Selection Time Line – Fall 2015**

- **Thursday, October 1, 2015**
  - Application forms & Recommendation forms are available on the myHousing portal and Current Students page under the Housing and Residential Life Heading.

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<th>Date</th>
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<th>Time</th>
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<tr>
<td>10/4</td>
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<tr>
<td>10/5</td>
<td>Monday</td>
<td>9 PM</td>
<td>Lower West Cedar Laundry Room</td>
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<tr>
<td>10/5</td>
<td>Monday</td>
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<td>10/7</td>
<td>Wednesday</td>
<td>11 AM</td>
<td>Midrise 2nd Floor Lounge</td>
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<tr>
<td>10/7</td>
<td>Wednesday</td>
<td>5 PM</td>
<td>Cabaret</td>
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<td>9 PM</td>
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- **Wednesday, October 21, 2015**
  - Application and Recommendation forms are due to the Office of Housing and Residential Life, Rotunda 387, by 12:00 PM
  - Sign up for your interview time when you submit your application in the Office of Housing and Residential Life
  - Late applications may not be considered

- **Monday, November 2, 2015 – Friday, November 6, 2015 (REQUIRED)**
  - Interviews: Meet at the Office of Housing and Residential Life, Rotunda 387, at your scheduled time.
  - Business casual attire strongly suggested

- **Wednesday, November 11, 2015**
  - Group Process 11:00 AM – 1:00 PM at MU 3203 and MU 3204
    - Group process is an opportunity for staff to observe how you interact in accomplishing tasks with a group of peers.

- Decision letters sent via e-mail to candidates’ Foxmail accounts
Frequently Asked Questions

Q: Where can I find an application form?

A: Applications and reference forms can be found by logging into your myHousing by clicking here https://my.marist.edu/housing-residential-life. The application and reference forms are also located at http://www.marist.edu/currentstudents/ under the Housing and Residential Life Heading in the Forms section.

Q: Am I allowed to apply again if I have applied in the past?

A: Yes.

Q: Do I need to fill out an application if I have applied in the past?

A: Yes, all applicants must complete a new application form.

Q: How many Information Sessions do I have to attend?

A: We recommend that you attend at least one session, however it is not a requirement to apply for the Resident Assistant position.

Q: When are applications due? Who submits the recommendation form?

A: Applications and recommendations are due to the Office of Housing and Residential Life in Rotunda 387 by 12:00 PM on October 21st. The person completing the recommendation form should submit it to the Office of Housing and Residential Life.

Q: I'm going to submit my application. Now what?

A: When you submit your application, you should also sign up for an interview. A schedule of open interview slots will be available to you when you submit your application in the Office of Housing and Residential Life.

Q: Who should I ask to complete a recommendation form for me?

A: You need two recommendations. 1 from your current or former Resident Assistant and 1 from a professional member of the Marist community. This can be a professor, a supervisor, or any other Marist official with whom you have had experience throughout your time at Marist. Recommendation forms are available in your myHousing and in the forms section of the Current Student page.

Q: How will I know if I am offered a position?

A: You will receive an e-mail in your Foxmail account with a decision letter prior to Thanksgiving Break

Q: Who should I contact if I have any questions?

A: You can feel free to contact the Committee Chairs with questions at any time. They are: Keith Hudes, Resident Director, 845-575-3613 and Joseph Trocino, Resident Director, 845-575-4355