Resident Assistant and CommUNITY Educator Application Guide for 2018-19

LEAR . ENGAGE

RESIDENTIAL PROGRAMS & SERVICE
Resident Assistant & CommUNITY Educator
Application Process

How to Apply:

1. Carefully read through all RA/CUE application materials, including mandatory dates and application information so you are aware of all expectations.

2. Attend one of the mandatory RA/CUE Information Sessions (dates and locations listed below). These sessions will include the times to hear from current staff about their experiences and ask questions of Residential Life staff. If you cannot attend, you must send an email to joinrps@indiana.edu prior to the application deadline.

3. Complete all sections of the RA/CUE online application by 11:59 p.m., Thursday, November 30, 2017. Late or incomplete applications will not be accepted.

4. Candidates will be notified the week of December 11 if they have passed through the first phase of the application review. Candidates will be notified in late December if they do not meet the GPA requirements, or if they have bursar or judicial issues that impact their application.

5. Take the EDUC-U450 Foundations of Residential Leadership during the first eight weeks of spring semester.


Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15</td>
<td>Spruce Classroom B111</td>
<td>8 p.m.</td>
</tr>
<tr>
<td>October 23</td>
<td>La Casa, Latino Cultural Center</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>October 26</td>
<td>Teter Classroom F104</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>October 30</td>
<td>IMU Dogwood Room</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>November 7</td>
<td>Briscoe SAR</td>
<td>8 p.m.</td>
</tr>
<tr>
<td>November 7</td>
<td>IMU Dogwood Room</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>November 16</td>
<td>Wright Quad Formal Lounge</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>November 27</td>
<td>Union Street Auditorium</td>
<td>9 p.m.</td>
</tr>
</tbody>
</table>

Attendance at one information session is mandatory for application consideration. E-mail joinrps@indiana.edu for questions about this requirement.

Eligibility

- Sophomore or higher class standing at time position begins (fall semester 2017)
- Possess and maintain a semester and cumulative GPA of 2.5 or higher
- No substantial university judicial record
- No outstanding or past due bills with the Office of the Bursar
- Previous residence in a university residence hall or relatable experience
Resident Assistant & CommUNITY Educator
Position Descriptions, Roles, and Expectations

Resident Assistant (RA)

GENERAL RESPONSIBILITIES
- Know each resident in the community
- Serve as a resource person for questions regarding residence hall and university offices
- Familiarize residents with and enforce university and residence hall policies and regulations
- Mediate conflicts between residents
- Help residents maintain an environment conducive to learning
- Assist residents in improving study techniques and personal problem-solving skills, as appropriate
- Provide social and educational programs for floors/units and center residents within the context of the Residential Curriculum

TRANSFERABLE SKILLS GAINED
- Administration, collaborating, communicating, and networking with committees, faculty, staff, and other IU offices
- Accounting, budget planning, and development
- Program development, including assessment, establishing learning outcomes, marketing, and research
- Time management
- Facilitation
- Cross-cultural communication and work
- Assertiveness and conflict mediation
- Emergency response

CommUNITY Educator (CUE)

GENERAL RESPONSIBILITIES
- Plan and present a variety of programs related to issues of diversity and social justice guided by the foundations of the Residential Curriculum, especially issues related to ability, gender, race, religion, and sexual orientation
- Work collaboratively with community managers, RAs, student government, and other campus groups to promote the aims of RPS.
- Develop programs by assessment, establishing learning outcomes, marketing, and using research

TRANSFERABLE SKILLS GAINED
- Administration, collaborating, communicating, and networking with committees, faculty, staff, and other IU offices
- Accounting, budget planning, and development
- Program development, including assessment, establishing learning outcomes, marketing, and research
- Time management
- Facilitation
- Cross-cultural communication and work

Apply now at go.iu.edu/zo

Questions?
joinrps@indiana.edu
Resident Assistant & CommUNITY Educator
Compensation, Residential Curriculum, and Letters of Recommendation

Compensation
Compensation for both positions includes:
• Single room
• RPS meal plan
• Laundry stipend
• A stipend of $1,500 paid bi-weekly during the academic year

Residential Curriculum
The vision of Residential Life is to cultivate productive and well-rounded citizens through living and learning in the residential environment. As an RA or CUE, the Residential Curriculum serves as a foundation to provide an intentional experience for students as they learn, engage, and grow through four learning goals.

These goals include: Academic Engagement, Understanding Self & Others, Local & Global citizenship, and General Well-Being.

Letters of Recommendation
As part of your application, one letter of recommendation must be submitted electronically.
• Good recommenders include your current or former RA/CUE, center staff (graduate or professional) that you have worked with on student government, conduct board or leadership councils, living learning community staff, current or former employment supervisors, advisors, or faculty members.
• DO NOT ask family members, friends, roommates or other individuals who cannot speak to your relevant experiences.
• Ask your recommender at least two weeks in advance of the application deadline if they can provide you with a positive recommendation.
• You need to save your application prior to sending the recommendation link. Go to the bottom of the application and click “Save my application, I am not done yet”. Then click “Submit” to save.
• Send your recommender the recommendation link: go.iu.edu/1pDx.

Questions?
joinrps@indiana.edu

$1,500 plus room and board!
Resident Assistant & CommUNITY Educator

Application Tips

Application Tips

• Talk to current staff members about their experience. Spend some time thinking about why you are interested in the position(s) and what might be important to be successful.

• Contact your recommender at least two weeks in advance of the application deadline. See the Letters of Recommendation section of your info packet for more details.

• Have someone review your resume prior to submitting your application. The Career Development Center (cdc.indiana.edu) or Career Services office in your academic department are great resources to utilize.

• In your essay responses, focus on your personal development more than job-related tasks, such as duties. Type your application essays in Microsoft Word and save them prior to submitting your application.

• Have someone else proofread your essays prior to submitting them.

• Remember, there is no ideal candidate. Each person brings unique qualities and experiences to their application, and it’s important to be genuine throughout the process.

Apply now at go.iu.edu/zo

Questions?
joinrps@indiana.edu