

Thank you for your interest in the Resident Advisor position for the summer of 2020!
In the following pages, you will find information about the
Summer Resident Advisor role and the application process

**If you have any questions, please contact us at:
housing@wittenberg.edu or 937-327-7800**

Important Applicant Dates:

Friday, April 10	Applications Due by 5pm
Monday, April 13 - Tuesday, April 14	Summer RA Interviews
Friday, April 17	Offer letters sent
Tuesday, April 21	Offer responses due
Friday, May 15	Summer RA Training
Sunday, May 17	Summer schedule begins

Application Instructions

Filling out the application:

- Read the entire RA Job Description & application instructions.
- Have the following materials ready to go before starting your application:
 - A PDF Version of an up-to-date Resume
 - Names and contact information of your current and previous supervisors (at least one must be from Residence Life).
- Be sure to complete the entire application and answer all questions.
- You **WILL NOT** be able to come back to your application once you start it. If you do not finish your application, you will have to start over again so it is important to have all your materials ready to go ahead of time.

References:

- Contact your current supervisor and let them know you are applying for this position.
- If you do not have a previous residence life supervisor, please add another professional supervisor reference. Please let that individual know you are applying for this position.

Application Due Dates and Interviews:

- Applications are due **April 10th, 2020 at 5PM.**
- Once your application is complete, you will be asked to sign up for an interview time on April 13th or April 14th.
- Final decisions regarding RA selection will be sent to all candidates to their Wittenberg University email on **April 17, 2020 by 5PM.**

Summer Resident Advisor Application link: <https://form.jotform.com/200646156926054>

SUMMER 2020 RA GENERAL REQUIREMENTS

RESLIFE @ WITT

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

In Student Development, we strive to create leaders who think critically, act morally, and serve others. Within Residence Life, our mission is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

At Wittenberg, life tends to unfold in ways unimagined and through means unanticipated thanks to the university's friendly, dynamic, yet down-to-earth atmosphere. Here, students' passing interests can quickly ignite into powerful passions as a result of the diversity of living environments, gathering places, recreational opportunities, annual events and organizations that together fuel the campus' welcoming feel. Indeed, life at Wittenberg is as varied as our students' backgrounds and personalities, but the common thread is clear: with collaboration and creativity, anything is possible. Our Student Staff are a vital part of helping us achieve these goals and making our mission come to life.

- Must be a full-time enrolled student at Wittenberg for the semester preceeding employment and following employment (i.e. Spring 2020 & Fall 2020)
- Have and maintain a 2.7 semester and cumulative GPA.
- Have served as an RA on Wittenberg's campus for at least one semester.
- Must be and remain in good social standing (minimal judicial history).
- Must reside in designated RA room for duration of employment.
- Expected to make a commitment to the position for the entire summer.
- Expected to make this your primary commitment outside of academics for the summer.

Mark your calendar!

REQUIRED DATES FOR ALL 2020 SUMMER RESIDENT ADVISORS:

May 15 **	Summer RA Training
May 17-24**	Housing Inspections
June 19	Summer Orientation
June 20	Summer Orientation
June 26	Summer Orientation
June 27	Summer Orientation
July 3-5	For duty purposes during holiday weekend
July 10	Summer Orientation
July 11	Summer Orientation
July 27-August 9**	Housing Inspections

**** Denotes dates may change. Please note if the College calendar changes ALL dates are subject to change.**

Other activities, programs & meetings may be assigned as mandatory if deemed necessary by ResLife staff

SUMMER 2020 RESIDENT ADVISOR EXPECTATIONS

Summer RAs share similar expectations to academic year RAs - which is why current staff are a great fit!

Community Development Responsibilities:

- Programming and community development
 - Efforts should incorporate interests and needs of residents as well as support educational objectives of Wittenberg University, Student Development and any community-specific theme as appropriate.
- Post notices and maintain bulletin boards; promote and publicize university activities. Remove postings when they are out of date.
- Develop a personal relationship with residents. Be cognizant of residents' attitudes, academic achievements, involvements, interests, academic difficulties, health problems, and stressors.
- Respect and maintain confidentiality (of both residents and administration). Report concerns or developments through the appropriate channels in a timely fashion.
- Keep your direct supervisor apprised of community and student issues or concerns in a timely manner.
- Complete the minimum programming requirements as outlined during training. Assist residents (within the limits of your training and capabilities) with academic, personal, and social matters; make referrals where appropriate.
 - Be observant of uncharacteristic behaviors or potential crises, and make referrals when appropriate.
 - Be knowledgeable about referral services for residents within the campus as well as in the surrounding area.
- Know, understand, uphold and support the Student Handbook and residential policies.

Team Development Responsibilities:

- Support Residence Life, Student Development, and Wittenberg University through attendance at related events, role modeling, and attitudinal behaviors.
- Meet with your supervisor on a regular basis for the purpose of communicating concerns, mentoring, staff and professional development, referrals, work orders, programming, and any other aspects of the position.
- Establish effective, team building communication within the summer RA staff, Residence Life & Student Development as well as with other campus offices including Physical Plant, Dining Services, Police Division, and any other area in which you need to communicate to complete your responsibilities effectively.
- Complete other tasks as assigned.

Administrative Responsibilities:

- Maintain documents including, but not limited to: work orders, incident reports, duty notes, programming forms, surveys, roommate agreements, resident logs, and Room Condition Reports.
- Be able to work independently and autonomously. Be able to meet deadlines in an efficient manner.
- Demonstrate competence and comfort with Microsoft Office, especially Excel, Publisher, & PowerPoint.
- Participate in staff duty rotation and complete duty responsibilities for area as follows:
 - Record observations, actions, and/or policy violations through incident reports and the RA duty log.
 - Ensure duty coverage before making travel plans.
- Educate residents on the appropriate procedures regarding maintenance and safety/security.
- Know and understand crisis response procedures for campus. Respond to and assist in crisis response efforts as needed. Provide required documentation in a timely fashion.
- Develop and promote an awareness of fire and safety precautions/regulations among the residents. Be familiar with the evacuation plan for the residence halls. Report fire life safety concerns promptly.
- Assist in the opening and closing processes at the beginning and end of each term. This requires you to arrive early and stay until inventory, check-in, checkout, closing, and other assigned duties are completed. Dates are subject to change if the University or department calendar changes.
- Complete and submit all appropriate forms and reports in a timely and professional manner.
- Report all facility concerns through the Physical Plant work order system in a timely fashion. Promptly forward any significant maintenance concerns to the attention of your supervisor. Follow-up on submitted work orders to ensure completion.
- Assist in and actively monitor the inventory and condition of the summer residential spaces. Investigate any room, bathroom, or common area damage and report findings to your supervisor.
- Document and report any behavioral, mental, emotional, or academic concerns within 24 hours of observation or encounter.
- Assist in key testing and inventory. Practice ethical and responsible key handling.



SUMMER RA SPECIFICS

Summer RA responsibilities look slightly different from the academic year in the sense that residents are generally consolidated to 2-3 residential spaces (New Hall, Woodlawn, & Sprecher/Keller) and the responsibilities for RAs are shared between just three staff members for all residential spaces. With this in mind, the responsibilities have been adapted to the specifics below:

Duty Coverage:

- Generally scheduled in blocks of days (or a week) at a time.
- Must remain within a 10 minute (by chosen mode of travel) radius of campus and carry the duty phone at all times.
- Be accessible by phone 24/7 while on duty, including while on rounds.
- Sunday-Thursday - minimum of (1) round through residential spaces between 10pm-midnight
- Friday - Saturday - minimum of (2) rounds through residential spaces between 10pm-midnight and midnight-2am. Additional sets of rounds may be requested by Dean or Area Coordinator.

Programming:

- A minimum of (3) programs throughout the summer sessions must be completed. They should spread out over the summer months; one occurring in each month (May, June, & July) and be designed for all summer residents.
- Bulletin boards in all summer spaces must be kept updated with important information such as check-in, check-out dates/times, community events, upcoming programs, office hours, etc.

General:

- Summer RA positions are structured to take approximately 20-30 hours per week; this means they cannot be employed anywhere else on campus while in the position. Summer RAs are expected to schedule and complete 20 hours of office hours during normal business hours (8am-5pm Monday-Friday).
- Summer RAs must get permission for any off-campus employment as well as anytime they will be off campus overnight.
- Summer projects will include, but are not limited to: soliciting donations from local businesses, compiling and drawing floor plans, inspecting and cataloging properties, communicating with students, staff, and families, research and benchmarking, inventory and ordering, hosting events, and other duties as assigned.



STUDENT STAFF BENEFITS

Compensation & Professional Development

Student staff positions in Residence Life are focused not only on community and resident development but also the individual personal and professional development of our RAs and CAs. If you are looking for an opportunity to grow professional skills that transfer to every profession, this is the place for you. Regardless of what name they're called, Residence Life staff members are widely recognized for their:

Calm under pressure • Ability to manage priorities • Project management skills
 Communication abilities • Ability to handle vital responsibilities • Trustworthiness & dependability
 Creativity • Relationship development abilities • Mediation & facilitation experience
 Positive team contributions • Flexibility & adaptability • Foresight & understanding of connectedness
 Inclusiveness • Autonomy & persistence • Negotiation skills • Motivation & drive
 Care & empathy • Passion • Integrity • Leadership capabilities

Think you have all of these down? Need to work on it? We want the chance to help you grow into a knockout professional that can take on any opportunity or curveball life throws your way.

Position Stipend*	Housing Provided**	Meal Plan Provided**	Total Summer Compensation Value
\$1,125 (split across 4 pay periods)	\$1,500 value	\$640 value (80 meals)	\$3,265