RESIDENT ASSISTANT
is it NU?

2016-17 APPLICATION INFORMATION
RESIDENT ASSISTANT (RA) Application Process:

HOW TO APPLY

1. Carefully review all RA position information including the RA Position Description, mandatory dates, and application information so you are aware of the expectations.

2. Attend one of the RA Information sessions [dates, times, and locations listed below]. Information sessions are open to all. Attending an Information Session is encouraged.

3. Complete all sections of the RA application by 11:59 PM on January 25, 2016. Late or incomplete applications will not be accepted.

4. Attend one of three RA Interview Skills Workshops [dates, times, and locations listed on the next page]. Not required.


6. After Group Process, successful candidates will be asked to sign up for an interview to take place the weekend of February 18, 2016. Emails will be sent to all candidates the week of February 12 regarding their status in the process.

7. If you receive Financial Aid, we encourage you to talk to the Financial Aid office about the impact of the RA remuneration on your aid package.

Applications due by 11:59 PM January 25, 2016!

RA INFORMATION SESSIONS

Thursday, January 7: J1F Info Session | 5:30-6:30PM | Hinman 1st floor Lounge
Monday, January 11: Plex Info Session | 7-8PM | West Basement Lounge
Tuesday, January 12: SHARC Info Session | 6-7PM | Allison 1st floor Lounge
Thursday, January 14: GLASS Info Session | 7-8PM | Sargent 2nd floor Lounge
Tuesday, January 19: BM03 Info Session | 6:30-7:30PM | Bobb Lounge
Tuesday, January 19: Elder Info Session | 9-10PM | Elder 1st floor Lounge
Wednesday, January 20: Kemper Info Session | 9-10PM | Kemper 1st floor Lounge

RESIDENT ASSISTANT Position Description:

The employment period is from August 26, 2016–June 19, 2017.

GENERAL SUMMARY

The RA is an essential member of the Northwestern Residential Services staff whose primary role is to facilitate the social, academic, and personal transition of residential students to the Northwestern Community. RAs provide caring support and encouragement, as well as facilitate programs and services designed to both respond to student needs as well as to educate. RAs must be friendly, mature, responsible, and articulate. RAs must be comfortable interacting with university officials, faculty, parents, and guests. RAs report directly to a Residence Director, and indirectly to the Senior Assistant Director, Assistant Director, and Director of Residential Life. RAs work collaboratively with all Residential Services staff.

GENERAL RESPONSIBILITIES & DUTIES

1. Develop relationships through intentional interactions with residents in the residential area to build community, and identify trends within the residence hall/floor. Create a welcoming and supportive environment for residents through bulletin boards and door decs. (20%)

2. Communicate regularly with supervisor, staff team, and central office staff. Complete administrative tasks, including

RA INTERVIEW SKILLS WORKSHOPS

Tuesday, January 26: 6:00-7:30 PM | Annenberg G30
Thursday, January 28: 7:00-8:30 PM | Fisk 114
Monday, February 1: 7:30-9:00 PM | Tech L170

Transferrable skills you receive as an RA:

» Leadership Training
» Mentoring
» Time management
» Event planning
» Communication
» How to support and refer others
» Safety and Security

Benjamin Kraft

Genesis Garcia

Neil Thivalapilli
but not limited to weekly staff and supervisor meetings, paperwork, and staff trainings. (20%)

3. Plan and implement programs that meet the needs of the community, as well as support department initiatives and large-scale programs. Including, but not limited to Counseling and Psychological Services, Student Assistance and Support Services, and Residential Academic Initiatives. (15%)

4. Serve in a duty rotation to ensure safety, security, and policy enforcement within the residential area, including weekend day duty. Submit reports to supervisor with details of incidents. Work day duty on weekends during the academic year, as well as work portion of break periods, when needed. (15%)

5. Respond to both emergency and non-emergency situations, properly refer and report incidents. (10%)

6. Attend department trainings, including but not limited to, spring RA class (new RAs and midyear hires), Summer Online work, Fall Training (Include off-site fall Training), and monthly all staff meetings. (10%)

7. Work as desk attendant at a neighborhood desk providing customer service to all guests. (5%)

8. Collaborate with Residential Services in support of hall openings/closings, as well as midyear moves. Ensure proper key distribution/collection, and submit maintenance requests as needed. (5%)

9. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

• Be a full time, degree seeking undergraduate Northwestern student, enrolled in courses each quarter.
  • One year of living on campus, or similar experience.
  • Have a minimum quarterly and cumulative GPA of 2.5 or above.
  • Be in good academic and conduct standing. Good standing minimally means you are not on probation.
  • First year RAs cannot participate in opportunities that require significant time off campus including, but not limited to; Chicago Field Studies, internships, or student teaching.

PHYSICAL REQUIREMENTS

This position requires frequent overnight response to student emergencies which includes interrupted sleep and ability to wake up from a phone call while sleeping, as well as the ability to lift up to 10 lbs., and be able to walk up and down stairs.

COMPENSATION

$1,500 earnings PLUS room and board!

RAs are provided a single room (located in a central hub within close proximity to residents) and an RA meal plan (when meal plan is in service). RAs also receive earnings of $500/quarter ($1,500/academic year) when employed.

AT WILL EMPLOYMENT

RAs are considered an employee at will. Either the staff member or Northwestern University may end the employment relationship at will, with or without cause or advance notice, at any time during or after the orientation and review period. (NU Staff Handbook, page 2.12)

Mandatory Dates

The employment period is from August 26, 2016-June 19, 2017. RA staff must be fully available for the entire training period. RA staff are not permitted to participate in other activities throughout RA training and openings, August 26, 2016-September 21, 2016. RA appointments are for one academic year. RAs must be in good employment standing (i.e. no significant job action) in order to reapply. All dates are subject to change.

RAs must be available to attend the following functions on the following dates. All dates are subject to change.

• RA Class: Spring 2016 quarter
• Mandatory Job Training: Spring 2016 date TBA
• RA Summer Training: (Online) August 1-31, 2016
• International RA Move in: Friday August 26, 2016
• Domestic RA Move in: Sunday, August 28, 2016 by 6:00 PM

Make lifelong friends

Learn to plan events
• RA Fall Training Dates: August 28–September 6, 2016
• Wildcat Welcome: September 12–19, 2016
• Move in days: September 7–12 and Sept 17–20
• All Staff Meetings: Wednesdays from 9:30–11:00 PM
• All Hall Opening and Closings
  • Fall Opening (New Students): Monday, September 12, 2016
  • Fall Opening (Returning Students): Saturday, September 17, 2016
  • Fall Closing: Saturday, December 10, 2016
  • Winter Opening: Sunday, January 1, 2017
  • Winter Closing: Saturday, March 18, 2017
  • Spring Opening: Saturday, March 25, 2017
  • Spring Closing: Sunday, June 11 and Sunday, June 18, 2017
• RAs are responsible for their assigned desk shifts during Thanksgiving and Spring Break.
• Staff Selection: TBD
• Dillo Day Weekend: TBD
• Senior Week: June 12–16, 2017

Gain valuable leadership skills

FINANCIAL ASSISTANCE AGREEMENTS MAY AFFECT FINANCIAL AID AWARD

See the 2016–2017 Financial Aid and Resident Assistant form on the Residential Services website.

ADDITIONAL INFORMATION

Northwestern University is an equal opportunity, affirmative action educator, and employer. Northwestern University does not discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or other protected group status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Residential Life invites you to approach us early in the application process and contact AccessibleNU (accessiblenu@northwestern.edu; 847-467-5530) if you think you may require a housing accommodation.

In addition, we welcome you to work with us and the Office of Equal Opportunity and Access (eeo@northwestern.edu; 847-491-7458) if you think you may require a work-related accommodation.

Current RAs must be in good employment standing (i.e. no significant job action) in order to reapply.

Applications are due 11:59 pm January 25, 2016.

HOW TO APPLY:

ALL CANDIDATES

All candidates should be ready to answer the following

• Personal information including basic demographics, conduct status, and time commitments for next year
• Previous employment experience
• Leadership and volunteer experience
• Community preferences
• References: Each RA candidate must submit the name and contact information of one reference. It cannot be a family member, friend, or staff member within Residential Services.

NEW RA CANDIDATE APPLICATION QUESTIONS

New RA Candidates are required to have a current RA fill out the RA Reference Form. You will be asked the following essay questions. Each question has a limit of 150 words.

1. Why do you want to be a Resident Assistant?
2. What skills and abilities do you possess that will make you successful in the RA job? How will those skills and abilities impact your daily interactions with residents?

3. The mission of Northwestern University's Division of Student Affairs is to educate students, engage the community, and enrich the Northwestern experience. What do you see as the role of an RA in this mission?

RETURNING RA CANDIDATES APPLICATION QUESTIONS

Please be prepared to upload your current resume. You will be asked the following essay questions. Each question has a limit of 150 words.

1. Why are you applying to return as a Resident Assistant?

2. What did you find to be the most challenging aspect of the RA position? What has this taught you about yourself?

3. The mission of Northwestern University's Division of Student Affairs is to educate students, engage the community, and enrich the Northwestern experience. What do you see as the role of an RA in this mission?

QUESTIONS? Email selection@northwestern.edu.