



Resident
Assistant

Apply to be an RA today!

2017-2018 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 [listed below]. Information sessions are open to all. Attending an Information Session is *highly encouraged*.

3. **Complete all sections of the RA application by 11:59 PM on January 15, 2017.** Late or incomplete applications will not be accepted.

4. **If invited to an individual interview:** Attend one of three RA Interview Skills Workshops [listed below]. Attending an interview skills workshop is *highly encouraged*.

5. After a careful review of all applications, candidates will be asked to sign up for an interview to take place the weekend of February 2, 2017. Emails will be sent to all candidates the week of March 1st, regarding their status in the process.

6. 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.

RESIDENT ASSISTANT (RA) Position Description:

The employment period is from **August 26, 2017- June 24, 2018.**

General Summary

The RA is an essential member of the Northwestern Residential Services staff whose primary roles 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 or Assistant Residence Director, and indirectly to the Assistant Directors and Director of Residential Life. RAs work collaboratively with all Residential Services staff.

RA INFORMATION SESSIONS

Monday, January 9: 8:00-9:00 PM | Tech A110

Tuesday, January 10: 7:00-8:00 PM | Foster-Walker Basement

Wednesday, January 11: 7:00-8:00 PM | Shepard Engagement Center

Friday, January 13: 5:00-6:00 PM | Norris Wildcat Room

Saturday, January 14: 1:00-2:00 PM | Elder Dining Hall

Saturday, January 14: 5:00-6:00 PM | Tech L221

RA INTERVIEW SKILLS WORKSHOPS

Monday, January 30: 6:00-7:30 PM | Elder Hall 030

Tuesday, January 31: 6:00-7:30 PM | Norris 104

Wednesday, February 1: 6:00-7:30 PM | Shepard Hall B25

Applications due by 11:59 PM
January 15, 2017!

Learn to plan events



2017-2018 Application Information

General Responsibilities and Duties

1. Develop relationships through intentional interactions with residents in the neighborhood to build community and identify trends within the residential neighborhood/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 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. Collaborations should include, but are not limited to Neighborhood Council(s), Residential College Board (if applicable), the Residence Hall Association, 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 mid-year hires), Summer Online work, Fall Training (Include off-site fall Training), and monthly all staff meetings. **(10%)**

7. Staff the neighborhood desk, providing customer service and a welcoming atmosphere to all. **(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.

\$1,500
earnings PLUS
room and board!

Northwestern
RESIDENTIAL SERVICES

RA SELECTION 2017-2018

FINANCIAL ASSISTANCE AGREEMENTS MAY AFFECT FINANCIAL AID AWARD

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

MINIMUM QUALIFICATIONS

- Be a full time, degree seeking undergraduate Northwestern student, enrolled in courses each quarter
- Have a minimum quarterly and cumulative GPA of 2.5 or above
- Be in good academic and conduct standing. Good conduct standing 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

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)

Make lifelong friends



Applications due by 11:59 PM
January 15, 2017!

MANDATORY DATES

The employment period is from **August 26, 2017 – June 24, 2018**. 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, 2017 – September 18, 2017**. 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.*

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 15, 2017.**

MANDATORY DATES

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

- RA Class: Spring 2017 quarter
- Mandatory Job Training: May 17, 2017: 9:00-10:30 PM
- RA Move in: Friday, August 25 - Sunday, August 27, 2017 (must be moved in by 6:00 PM)
- RA Fall Training Dates: August 27-September 14, 2017
- Wildcat Welcome: September 11-18, 2017
- Move in days: September 9-11 and Sept 15-18, 2017
- **All Staff Meetings: Wednesday evenings from 9:30-11:00 PM**
- All Hall Opening and Closings
 - Fall Opening (New Students): Monday, September 11, 2017
 - Fall Opening (Returning Students): Friday, September 15, 2017
 - Fall Closing: Saturday, December 9, 2017
 - Winter Opening: Sunday, January 7, 2018
 - Winter Closing: Saturday, March 24, 2018
 - Spring Opening: Saturday, March 31, 2018
 - Spring Closing: Saturday, June 16 and Saturday, June 23, 2018
- RAs are responsible for their assigned desk shifts during Thanksgiving and Spring Break.
- Staff Selection: TBD
- Dillo Day Weekend: TBD
- Senior Week: June 16-22, 2018

Gain valuable leadership skills

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

for new RAs only

- **References:** Each RA candidate must submit 2 references. *One must be an RA or professional staff.* It cannot be a family member, friend, or staff member within Residential Services.



2017-2018 Application Information

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 do you want 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. How have you grown in the RA position, and what do you hope to gain by continuing in this role?
4. Please explain your time commitments for the 2017-2018 academic year. How do you plan on balancing these commitments with the RA role?

QUESTIONS?

Email selection@northwestern.edu.

