



Student Housing

The Resident Assistant (RA) at Lehman College is a student/staff member who is contracted by the College to live as assigned on a particular floor or area in the Student Housing venue. The RA assists residents in meeting their educational, interpersonal and social needs relative to their living environment. The RA accepts and promotes the diversity of beliefs, values and interests of Lehman College students. The RA must be consistent in behavior toward all students regardless of race, gender, ethnicity, socioeconomic status, sexual orientation or religious convictions.

The RA's role is multifaceted. It involves advising students, completing administrative tasks, setting limits on the floor and throughout the building, implementing floor and building events (programs), and being a part of the Student Housing staff. RAs are a vital and necessary link in the residential experience of our student population.

The guiding principles of the Student Housing program are based on the fact that students undergo phenomenal personal growth and development as a result of the college, out-of-class experience. The focus is commonly termed the "Student Development" approach; RAs need to be aware of the ways students grow and develop and to assist them in the difficult transitions, changes and transformations that meet students during their stay on the Student Housing Premises.

The RA reports directly to the Resident Director and indirectly to the Associate Dean for Student Affairs.

QUALIFICATIONS

1. If the prospective RA is an undergraduate, s/he must be matriculated and enrolled for twelve (12) or more credits as a student at Lehman College. Enrollment as a full-time student and matriculation must be maintained throughout the application process and throughout the term of employment. If applicant is a graduate student, s/he must be enrolled for six (6) or more credits during time of application and throughout the term of employment.
2. RAs are expected to hold a minimum Cumulative Grade Point Average of 2.50 or higher. Candidates with a lower GPA will be dropped from the selection process automatically. Good academic standing must be maintained throughout the term of employment. RAs or candidates who expect to graduate in January may not hold the RA position in their last semester, so that we may maintain continuity for each floor or area.
3. RAs must be free of current Disciplinary Sanctions against them. A candidate's disciplinary status will be reviewed and considered during the selection process. Sanctions brought against an RA during the term of their employment may lead to termination from the RA position.
4. RAs must show strong interpersonal skills with particular emphasis in the following areas: active listening, recognizing and utilizing verbal and non-verbal cues and the ability to give/receive feedback. In addition to maintaining a positive presentation and demeanor, candidate must feel comfortable speaking in front of large groups (as in floor meetings, etc.), being appropriately assertive, controlling confrontation to assure a positive outcome, exhibiting mediation techniques, having personal enthusiasm, and being motivated as a leader among peers.

5. RAs must have substantial knowledge of Lehman College and student housing policies and procedures, academic programs and other resources and activities at the college.
6. RAs will be asked to formulate and execute programs for the residents, so excellent organizational skills will prove most beneficial.

TERMS OF EMPLOYMENT

The term of appointment for this live-in position is from the beginning of August (approximately three weeks prior to the arrival of new students) through the middle of the following August. The initial weeks begin with full staff training. The final days are established according to task completion for the floor to which the RA is assigned.

1. RAs must participate in all fall and spring training sessions, and all in-service sessions devoted to the personal and professional development of the staff as they occur throughout the year.
2. RAs must assist with the opening and closing of the Residence Halls at the beginning and end of each semester. Similar duties occur at the start and end of major vacation periods.
3. As a guideline, RAs should be present in their assigned buildings as often as possible. The RD and the Associate Dean must approve any long absences from the assigned Student Housing property.
4. RAs are required to be part of a staff rotation, which comprise the building's "Duty Roster". Being on-duty means being in the building, conducting rounds and being available to the students of the floor and building to meet a particular need or in the event of an emergency.
5. The RA must uphold, enforce and obey the rules and regulations of the College. RAs should support College policies and decision-making. Concerns should be addressed within appropriate staff communication channels. Indiscriminate criticism of the College as a whole, administrators or faculty members, other staff or students is unacceptable.
6. The RA agrees, with regard to all other campus activities, to hold the responsibility of the RA position as primary. Only the RA's academic program shall take precedence in the event of a conflict.
7. Other jobs or commitments such as holding a major office in an organization, enrolling in more than 18 credits in one semester, participating in internships, being involved in an inter-collegiate sport, etc, may conflict with the RA job responsibilities. Therefore, all other major commitments must be negotiated in advance with the RA's direct supervisor.
8. Continued appointment is contingent upon satisfactory job evaluations by the Senior Staff. Evaluations usually include information obtained from student surveys, staff feedback and supervisor (s) assessments. Job performance may be reviewed periodically or at any time that circumstances warrant.

RA RESPONSIBILITIES

The following list is given as a more coherent outline of the tasks associate with the different roles of each RA. These are tasks every RA is required to perform. Other duties might be added to this list by the Resident Director or the Associate Dean.

A. Administrator

- Assist the coordination of Check-in and Check-out; this includes keeping forms in order and updated, preparing the halls using decorations and bulletins and assisting with the overall implementation of the hall's of opening and closing.
- Report on-going maintenance checks for assigned areas and follow-up on these requests to their completion.
- Develop a good working relationship with the housekeeping staff members.
- Assist in the investigation of damage to Residence Hall property and keep the RD informed.
- Make responsible use of building keys. The keys are to be used to assist students who need entry into their rooms, for responding to emergency situations or as stipulated by RA's supervisor.
- Serve a certain amount of hours (every week) performing various administrative tasks at the Student Housing Office.

B. Counselor / Advisor

- Be available, approachable and visible to students on the floor.
- Reach out to individuals with personal concerns and who are socially isolated, assisting them with their adjustments to college life.
- Help to resolve roommate conflicts by scheduling and facilitating roommate meetings. Use these meetings to draw up a "Roommate Agreement" as needed.
- Use the role model status of the RA position to refer students to professionals in the Health Services, Counseling Center, or any other Lehman College resource. Join students in making the first contact (either by phone or personal visit).
- Respect the rights of all residents and observe the rules of confidentiality except when that confidentiality would result in harm to themselves, to others or the College.

C. Community Builder

- Have knowledge of the students on your floor(s), starting with each resident's name, personal interests and reasons for attending Lehman College.
- Assist in the development of a community with the hall or floor though floor meetings regularly.
- Increase civic engagement among students to become responsible members of the Lehman College community through giving back.
- Assist in building a sense of community by organizing and executing programs that the residents will enjoy.

Resident Assistant Application Form

*Applications must be typed or neatly printed

Date: _____

BIOGRAPHICAL INFORMATION

Name _____
Last First Middle Initial SSN

Permanent Address _____

City _____ State _____ Zip _____

Cell Phone Number _____

E-Mail Address _____

Fall 2009 Status (Check One): FRESH SOPH JNR SNR GRAD STUD

Majors(s)/Minor(s): _____

Anticipated date of graduation (month/year) _____ / _____

RECOMMENDATIONS: (This should include current/past employers or teachers, please no family)

Name Phone Number (with area code) Relationship

EMPLOYMENT: (In chronological order; please indicate if we can call supervisor by checking "Y" or "N")

Company	Supervisors	Dates of Employment	Phone Number (with area code)

		<input type="checkbox"/> Y <input type="checkbox"/> N	

		<input type="checkbox"/> Y <input type="checkbox"/> N	

		<input type="checkbox"/> Y <input type="checkbox"/> N	

Have you worked in a residence hall, or held an RA position before? (Check One) Yes No

If so, please fill out the following:

College/University where you held this position: _____

Number of semesters you have held this position: _____

Name and Phone Number of Resident Director: _____

**If you do not know the RD's number, you can use Residence Life's number. We reserve the right to contact your past RD or Residence Life Office for a reference.*



PAST/CURRENT CAMPUS INVOLVEMENT:

Name of Organization

Position(s)

Dates of Involvement

FUTURE CAMPUS INVOLVEMENT: Please indicate your anticipated time commitments during the academic year and indicate the hours per week for each commitment.

Name of Organization

Position(s)

Anticipated Hours

*Please recognize that some leadership positions/activities may present time conflicts with the RA Position.



Essay Questions: Essays must be typed and double spaced. Please be sure to answer questions in a clear and concise manner.

Please answer the following two questions on one separate sheet of paper.

A. Why you are applying for this position? What you hope to contribute to this program?

B. Describe one program you would like to plan next year. Include a program title, brief description, goals and any other details you feel relevant.

Explain your perspective on issues of diversity and mutual respect of differences. How do you feel your perspective will enhance your position as a RA and the floor/wing you are working on?

RESIDENCE LIFE / GRADE CHECK (GPA) AND STUDENT CONDUCT STATUS AUTHORIZATION:

I grant permission to the Division of Student Affairs, namely the Student Housing program, to do a GPA and Student Conduct Record Check for the purpose of verifying my class standing, semester and cumulative GPAs, and current Judicial Conduct status.

Signature: _____

Print Name: _____

Date: _____

STATEMENT OF UNDERSTANDING:

To the best of my knowledge, the facts set forth in my application for employment are true and complete. I have read and understand the job description and the terms of employment.

I understand that I must maintain at least a 2.50 cumulative GPA and at least a 2.50 semester GPA throughout my employment as a Resident Assistant. I am also submitting this application with a current GPA of at least 2.50.

Additionally, I understand that I need to be in good conduct standing with the Lehman College Student Housing program both at time of signature and throughout the duration of employment. Furthermore, I understand that I am required to attend the mandatory training sessions as assigned throughout my tenure as a Lehman College Resident Assistant.

Signature: _____

Date: _____

Applications are valid for one year from time of submission. To check on the status of your application, email the Student Housing program at student.housing@lehman.cuny.edu.

