High Point University
RA Resource Guide & Application

BECOME AN EXTRAORDINARY RA!

Use your extraordinary education to educate and help others.

Promote an inspiring environment within your residential community.

Work closely with a caring team of motivated people.

DEADLINE: MONDAY NOVEMBER 12, 2012 @ 5:00 P.M.
Find Application at www.highpoint.edu/studentlife
QUALIFICATIONS

In order to be become a candidate for this position and maintain employment as a Resident Assistant, you must meet or complete the following qualifications. Applicants who do not meet these qualifications may not be considered to continue with the interview process.

ACADEMIC QUALIFICATIONS

• Maintain a minimum of 2.5 GPA each semester you are hired as Resident Assistant.

• Every semester the Resident Assistant’s GPA is checked by the Office of Student Life.

• Resident Assistants must be a full time student (12 credit hours per semester) at the time of application through the term of employment.

STUDENT CONDUCT RECORD

• Every candidate’s judicial record is checked during the selection process.

• Resident Assistants must be in good judicial standings with the Office of Student Life.

• Every Resident Assistant is expected to uphold the polices in the Guide to Campus Life.

TIME COMMITMENTS

• Resident Assistants are employed for a 10-month period.

• Resident Assistants will live in their assigned building and be regularly accessible to staff and residents throughout the year.

• Resident Assistants will participate in a duty rotation on weeknights and weekends.
  - 1 weekly duty night from 7:00 pm – 12:45 am
  - Rotating weekend duty from 7:00 pm – 2:45 am

• This job requires a significant amount of time commitment. Candidates must be able to commit a large amount of time to fulfill the requirements of this position.
AN IDEAL RESIDENT ASSISTANT SHOULD POSsess THESE SKILLS AND UPHOLD THE FOLLOWING QUALITIES. YOU WILL BE EVALUATED IN THESE AREAS THROUGHOUT THE ENTIRE INTERVIEW AND APPLICATION PROCESS.

STUDENT
Your first priority is being a student. Academics come first in the Office of Student Life.

CHARACTER
Resident Assistants must be good role models, and they need to set a good example for other students. We like to call it the "Fish Bowl". Other students are watching what you do and how you present yourself. You represent the Office of Student Life in all that you do!

COMMUNICATION SKILLS
As a Resident Assistant you must be able to communicate with all types of people, ensuring they feel comfortable coming to you for advice and guidance.

PROBLEM SOLVING ABILITY
A large portion of the Resident Assistants job includes strong problem solving ability. You must be able to think through situations calmly, analyze and find quality solutions.

ORGANIZATIONAL SKILLS
Resident Assistants must be able to balance this job with their other activities. They are expected to pay close attention to detail and be able to prioritize their job responsibilities.

CONCERN FOR OTHERS
The most important aspect of the Resident Assistant job is caring for others and advocating for residents.

TEAM WORK
RAs work as a team. Therefore, we expect Resident Assistants to understand when to lead and when to follow.

OPENNESS
Resident Assistants work to create a cohesive living community, where everyone feels valued and important. RAs are expected to encourage others to respect and celebrate their living environment.
THE LIFE OF A RESIDENT ASSISTANT

“High Point University is committed to creating a nurturing relationship with all residents. The Office of Student Life strives to enhance academic achievements as well as the personal growth and development of all university students. We want to facilitate the acquisition and development of life skills as well as servant leadership. Our responsibility is to help prepare students with the knowledge of how to live with their fullest potential in mind.” - Gail Tuttle, Vice President for Student Life

COMPENSATION & BENEFITS
The RA position is a great leadership opportunity for staff to showcase their strengths and grow as a leader within the university community.

• Resident Assistants receive a single room based on availability.

• Monthly compensation: Resident Assistants are paid on the 15th of every month.

CHECK YOUR CREDIT HOURS
RAs must maintain full-time enrollment (12 credit hours) at the time of application through the term of employment.

PLAN TO ATTEND RESIDENT ASSISTANT TRAINING
All 2013-2014 Resident Assistant’s must attend Resident Assistant Orientation on Sunday, March 24th at 1:00 pm in the Chapel Fellowship Hall. During this event you will complete hiring paperwork and receive more information about training and the upcoming year. Also, you will meet the other Resident Assistant’s on your staff.

EVALUATE YOUR TIME COMMITMENTS
Ensure you are fully committed to the Resident Assistant Position to ensure success and prosperity.

BE A LEADER
We expect you to uphold and follow the university policies outlined in the Guide to Campus Life. You are a leader and role model for all students across campus.

CELEBRATE!!!
The Resident Assistant position is a very rewarding position. You will gain great skills and experiences to use throughout your college and professional career. Also, you will impact students’ lives in ways you cannot imagine. Most importantly you will have FUN!
**FAQs**

**HOW IS MY LIVING ENVIRONMENT CHOSEN?**

Placement of Resident Assistant candidates is based on the needs of the Office of Student Life and the qualities of each candidate. The Office of Student Life seeks to place Resident Assistants in environments in which they can be both successful and impactful.

**WHEN WILL I BE ON DUTY?**

Most often, RAs will be on duty for one standing week day and a rotating schedule will implemented for weekend days.

**HOW OFTEN DO I GET PAID?**

RAs will get paid once a month via direct deposit into one’s bank account.

**ARE THERE ANY MANDATORY DATES I HAVE TO WORK?**

Mandatory work days vary from year to year but some required days of working include RA training week, freshman move-in, and upperclassmen move-in.

**AM I REQUIRED TO WORK BREAKS AS A RA?**

No! RAs have off for fall, winter, and spring breaks. But RAs must at times leave later for academic breaks than the rest of the student body in order to perform specific duties, such as health and safety checks.