About the position
Resident Advisors (RA) at UMD make a commitment to the students, area directors, department and university. The position will report directly to a Residence Director. RAs play a vital role in supporting the UMD Housing and Residence Life mission of providing programs, opportunities and residential facilities to student residents and others, that promote learning, individual respect, personal growth, and responsibility to one’s community.

The resident advisor (RA) position is comprised of both “active” time and “available” time. Active time involves, but is not limited to, the following:
- Working directly with students
- Community development activities
- Event planning and implementation
- Staff meetings
- On-going trainings and staff development
- One-on-one meetings with supervisor
- Duty rounds

The remainder of the time is considered to be more informal “available” time. It includes time spent living in the hall studying or doing personal business while still being available to respond to the needs of the residents, as well as making personal rounds through the floor.

Minimum Qualifications: To be met by the start date of employment
- Completed a minimum of 24 credits
- Have lived on campus for at least two semesters
- Earned a minimum semester and cumulative GPA of 2.5
- Be in good conduct standing

Preferred Qualifications:
- Demonstrates maturity, commitment and self-discipline
- Desires to serve and help other students
- Work effectively and cooperatively with a diverse range of individuals and groups
- Respect and value the diverse contributions of all University community members
- Utilize well-developed interpersonal communication skills
- Display effective leadership skills and engage in effective decision-making
- Approach peers in a fair and effective manner when misconduct occurs
- Acknowledge and uphold professional standards, integrity, and ethics

Resident Advisor Interview and Selection Timeline
Application Deadline – 4:00pm on January 22nd, 2016
Applications are due by 4:00pm to the LSH 149 Housing and Residence Life Office. You will be prompted to schedule your interview time upon turning in your application, so please be sure to bring your schedule with you.

Interviews – February 3rd & 4th from 6:00-9:00pm or February 6th from 9:00am-12:00pm, OR February 6th from 1:00pm-4:00pm
This interview process has two parts: the group interview portion and the individual interview portion. In the group interview portion, each candidate will get the chance to interact with other RA candidates by participating in and completing various activities. During the individual interview portion, each candidate will be individually interviewed by two current staff members. The entire interview process will last approximately 3 hours and will be facilitated and observed by current staff members.

Decision Letters Sent – February 19, 2016
Candidates will receive decision letters via email. Those who are offered RA positions or placed in the candidate pool will be asked to accept no later than 4:00pm on Monday, February 29th.

Other Important Information about the Resident Advisor Position...
- RAs have a rotating work schedule for weekday and weekend duty hours
- When on duty, RAs must conduct rounds and be available at all times in the hall/apartment
- Attend weekly team staff meetings and one-on-one meetings with area director
- Complete on-going trainings as required
- Intentionally interact with residents on a daily basis
- Hold residents accountable to all policies in a fair and objective manner
- Prior to each recess period (Winter & Spring Break, etc.), all staff must stay until the halls/apartments are closed and all work is complete
- RAs are required to plan, implement and evaluate activities and programs supporting the UMD Housing and Residence Life mission
**Outside Commitments**

Staff is expected to give this job priority over all other areas, with the exception of academic. Other large time commitments may interfere with a RA's ability to perform adequately.

An RA must request and receive approval from their Residence Director prior to:
- being absent from their assigned living space overnight.
- participating in co-curricular activities (clubs, organizations, volunteering, tutoring, UROP, intramurals, other).
- participating in an internship. Requests for internship will be considered on a case-by-case basis.
- enrolling in more than one evening class (any class which meets past 6:00pm) or a class which meets more than one night per week.
- engaging in employment.

RAs can participate in up to 10 hours of extra or co-curricular activities per week, including: employment, clubs, organizations, sports, etc. Approval of involvements outside of the position will be revoked if, in the judgment of their Residence Director, an overnight absence, co-curricular involvement, internship, and/or employment are negatively affecting an RA's performance.

**Things to Consider for a Resident Advisor**

**Employment Commitments**

The RA position entails a commitment for the entire 2016-2017 academic year. The dates of employment are August 8, 2016 to May 7, 2017. These dates include times for training, hall/apartment openings and closings.

**Hall/Apartment Preferences**

Residence directors strive to hire a staff that will work well as a team to serve the hall/apartment student population. Therefore, it is not possible to accommodate hall/apartment requests. If candidates are offered a position in a particular hall/apartment and decline, they will be removed from the selection process.

**Candidate Pool**

Each year, qualified candidate numbers exceed the number of available RA positions. Qualified candidates who are not immediately offered a position are placed into the “RA candidate pool.” After the initial hiring process, positions often become available for a variety of reasons, and are offered to candidates from the pool. While not guaranteed, most pool candidates in recent years have received an offer. If not immediately selected for a RA position, qualified applicant files will remain active until the beginning of the next hiring process.

**Selection Process Tips**

- Talk to current RAs and Community Coordinators before the process to gain a good understanding of the position.
- Think about your past experiences and how they may relate to the RA position.
- Be yourself! Tell us what you think, not what you think we want to hear.
- Practice. Think about possible questions and how you might answer them.
- Know your strengths and skills and how you can communicate them to others in an interview.
- Be on time for all interviews/appointments. Arrive a little early to have time to relax and prepare.
- Prepare to ask questions.
- Make an appropriate appearance.
- Speak confidently during all sessions. We are looking for honest, sincere answers.

**Please remember:** Interviews are an opportunity to tell us why you should be hired for this position! Impressions are important, so present yourself in a positive manner. Business-casual dress is required for all interviews. Plan to show up 10 minutes before your interview.

**For more information about the position, a complete job description, or an application, please come to the UMD Department of Housing & Residence Life office (LSH 149) Monday-Friday from 8:00am-4:30pm.**

The University of Minnesota is an equal opportunity educator and employer. This application is available in alternative formats upon request.