

University of Dayton  
**Department of  
Housing &  
Residence Life**

210 Gosiger Hall  
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937-229-3317



Housing and  
Residence Life  
**Neighborhood  
Fellow &  
Resident Assistant  
Application  
2014-2015**

**Attached are the following forms:**

Welcome Letter  
Information & Timeline  
Application Requirements  
Application Questions  
Position Descriptions



University of Dayton  
**HRL RA/Fellow Application 2014-2015**

**Welcome to Housing & Residence Life Selection Process!**

Dear Applicant,

We are excited that you are considering applying for a student staff position within the office of Housing and Residence Life as we cannot wait to begin the selection process as we look to select a group of student leaders for our many residential areas on campus.

Please take the time to review the process, timeline and the job description for the Resident Assistant and/or Neighborhood Fellow position. Applications for both positions will be available **Monday, October 28, 2013**.

All Fellow applications are due **Friday, November 22, 2013**.  
All RA applications are due **Friday, December 13, 2013**.

If you are eligible and interested in being considered for *both* positions, only one application needs to be submitted but must be submitted according to the November 22<sup>nd</sup> deadline in order to be considered for both. Any applications received after November 22<sup>nd</sup> will only be considered for the RA position.

The Selection Process begins **Monday, October 28, 2013** with the availability of applications and the beginning of the information sessions. The process will conclude sometime in **March of 2014** when all applicants are notified electronically of their status.

The Fellow position is open to rising Juniors or Seniors.  
The RA position is open to rising sophomores, juniors, and seniors.

All staff are required to live in University housing in their assigned residential area and abide by the University Standards of Behavior and Code of Conduct. HRL staff members select their own roommates (when roommates are necessary to fill spaces in their assignment).

Questions regarding the timeline, process, or the position can be directed to the Housing and Residence Life Office via Joyce Kling at [jkling1@udayton.edu](mailto:jkling1@udayton.edu), the Department of Housing and Residence Life at (937) 229-1348 or by visiting the Office located at 210 Gosiger Hall.

Thank you for inquiring about this student leadership opportunity.

Sincerely,  
The Department of Housing & Residence Life

**Selection Committee Members:**

Christina Smith	Director of Residence Life ( <i>Advisor</i> )
Danielle Szlag	Coordinator for Co-Curricular Learning ( <i>Advisor</i> )
Lindsay Elrod	Community Coordinator, Student Neighborhood ( <i>Chair</i> )
Caitlin Borges	Area Coordinator, Stuart Complex ( <i>Chair</i> )
Morgan Wagner	Area Coordinator, Marianist ( <i>Chair</i> )
Chelsie Fuller	Residence Coordinator, VWK
Laura Cornicelli	Residence Coordinator, Marycrest
Andee O'Sell	Residence Coordinator, Student Neighborhood
Stephanie Arambula	Residence Coordinator, Student Neighborhood
Shawn Claxton	Residence Coordinator, Marycrest
Erika Whitkorn	Residence Coordinator, VWK

# University of Dayton

## HRL RA/Fellow Application 2014-2015

### Information & Timeline

Information applying to **BOTH the Fellow and RA** application processes are in **Black**.

Information applying *only* to **Fellow Applicants** are in **Blue**.

Information applying *only* to **RA Applicants** are in **Red**.

#### Information Sessions

Each applicant **must attend** one information session as part of the application process. There are eight Information Sessions to choose from.

**You only need to attend one of the following Information sessions:**

Date	Time	Location
Monday, October 28	8:00 pm	KU 312
Wednesday, October 30	12:00 pm	KU 211
Sunday, November 3	7:00 pm	KU 311
Tuesday, November 5	6:00 pm	KU 310
Thursday, November 7	5:00 pm	KU 310
Wednesday, November 13	7:00 pm	KU 311
Tuesday, November 19	3:00 pm	KU 311
Monday, January 13	9:00 pm	VWK Ground

#### Resume Workshop

Each applicant must attend one resume workshop as part of the application process. There are several workshops.

**You only need to attend one of the following resume workshops and do not need to be a resident of that building to attend:**

Date	Time	Location
Tuesday, November 5	8:00pm-10:00pm	Campus South Lobby
Thursday, November 14	5:15pm-7:15pm	Marianist Lobby
Monday, November 18	7:00pm-9:00pm	Stuart Conference Room
Wednesday, November 20	7:00pm-9:00pm	Marycrest Lobby
Wednesday, December 4	6:00pm-8:00pm	VWK Ground

Applicants may also opt to attend walk-in hours, in lieu of the formalized resume workshops, at the Career Center (Alumni House, 208 L Street, Main Phone: 937-229-2045) Mondays through Fridays from 1:00pm-3:00pm. Please be sure to have a Career Center staff member sign off on your attendance.

*Please Note: The Resume Workshop and submission of resume does NOT need to be completed prior to the submission of application but MUST be completed prior to your first Individual Interview and/or Round Table Discussion.*

#### RA Shadowing Experience

Each applicant must complete one night of the RA Shadowing experience. Shadowing can occur between November 4, 2013 and February 2, 2014 *but must be completed prior to applicant's individual interview and round table discussion.*

#### Fellow Group Process:

Each Fellow applicant must complete a group process interview. You may elect to go through group process on Friday, November 22, 2013 from 6:00pm – 9:00pm or Sunday, November 24, 2014 from 2:00pm – 5:00pm in the Barrett Dining Room of KU.

# University of Dayton

## HRL RA/Fellow Application 2014-2015

### **Application Deadline**

Please see the next page for the details on application requirements. The application deadline is [Friday, November 22, 2013](#) for Fellow Applicants and [Friday, December 13, 2013](#) for RA applicants. Please note that the resume and “passport” (used to track your attendance at the required sessions/workshops) must be submitted separately from the application to the Department of Housing & Residence Life in 210 Gosiger Hall, **Attention: Joyce Kling**. All applications should be submitted, electronically via the provided Google Form link found at [housing.udayton.edu](http://housing.udayton.edu) under “Employment Opportunities”.

### **Application “Passports”**

Each applicant should have a printed copy of the application passport to take with him/her to the following: Information Session (blank copies will be available at these sessions in the event that you do not bring one), Resume Workshop, RA Shadowing Experience/Fellow Group Process. Upon attending a staff member will verify your attendance by signing as confirmation. You must submit this passport to the Department of Housing & Residence Life in 210 Gosiger Hall, **Attention: Joyce Kling**.

### **Individual Interview**

Each applicant will be interviewed by staff members from the Department of Housing & Residence Life. Applicant interviews will occur between mid-January through the beginning of February. **An email will be sent out to applicants after December 13<sup>th</sup>, 2013 with directions on how to sign up for this interview.**

### **Round Table Discussion**

Each applicant must sign up for one Round Table Discussion facilitated by the Director staff of Housing & Residence Life. The Round Table Discussions will occur between mid-January through the beginning of February. **An email will be sent out to applicants after December 13<sup>th</sup>, 2013 with directions on how to sign up for the Round Table Discussion.**

### **Job Offers**

[Fellow Decision letters will be e-mailed by February 5, 2014.](#)

[Resident Assistant Decision letters will be e-mailed the week of March 3, 2014.](#)

# University of Dayton

## HRL RA/Fellow Application 2014-2015

### Application Requirements

#### **PART 1: INFORMATION SESSION**

Applicants must attend one of the 8 information sessions to get more information on the position and meet with Housing and Residence Life staff to ask questions prior to the interview process. You do not need to sign up to attend, simply show up to at least one session and you will sign in once present.

#### **PART 2: APPLICATION**

Submit your application electronically by visiting the link provided at [housing.udayton.edu](http://housing.udayton.edu) under "Employment Opportunities".

*\*Please note that you must access this form while logged in under [your University of Dayton Gmail account](#) otherwise you will not be able to open the link.\*\*\**

#### **PART 3: RESUME WORKSHOP AND RESUME SUBMISSION**

Applicants must attend one of the scheduled resume workshops, or Career Center resume walk-in hours as part of the application process. Following workshop attendance, on a separate sheet of paper, provide your typed and completed resume, reflecting your work experience, leadership experience, and UD student organization involvement, to the HRL office in 210 Gosiger to be placed in your applicant file. Resumes do *not* need to be submitted by the application deadline but must be submitted prior to your scheduled individual interview and/or round table discussion.

#### **PART 4: RA SHADOWING EXPERIENCE**

Applicants must complete one night of the RA shadowing experience as part of the application process. Shadowing will consist of following an RA throughout the course of a regular duty night (specifically, two "duty rounds" between 8:00pm and 11:00pm) and will provide an opportunity for applicants to get a truer sense of what is involved in the RA position. Each applicant must sign up for and complete the RA Shadow experience by no later than February 2<sup>nd</sup> or their first individual interview/Round Table discussion (whichever comes first) to be considered for the RA position. Upon completion of the RA Shadowing, applicants will be asked to complete a summary of their experience on their scheduled night and give the form to the RA being shadowed. From this point, your assigned RA will submit the form, along with their completed evaluation. To sign up for this part of the application process, please visit [housing.udayton.edu](http://housing.udayton.edu) and click on "Employment Opportunities" then look for the "RA Shadowing Experience Appointments."

#### **PART 5: FELLOW GROUP PROCESS**

The Fellow Group Process workshop is an opportunity for Housing and Residence Life staff to see how applicants interact with other students in a variety of activities. With the Fellow position centering on relationship building, it is imperative to observe skills and behaviors relating to counseling, time management, event planning, and facilitation skills. Applicants will be lead in activities by current staff members designed to provide more information about the position. You may elect to go through group process on Friday, November 22, 2013 from 6:00pm – 9:00pm or Sunday, November 24, 2013 from 2:00 pm – 5:00pm in the Barrett Dining Room of KU. To sign up for group process, please call Joyce Kling at (937) 229-1348.

#### **PART 6: INDIVIDUAL INTERVIEWS AND ROUND TABLE DISCUSSIONS**

Each applicant must participate in a 1-hour round table discussion and a 1-hour individual interview for a total of 2 hours. Each applicant will be interviewed by staff members from the Department of Housing & Residence Life. Applicant interviews will occur between January 21 and February 11 in VWK.

**University of Dayton**  
**HRL RA/Fellow Application 2014-2015**

**Housing and Residence Life Fellow & Resident Assistant Application Questions**

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*As the Fellow & RA application will be submitted electronically and must be completed in one sitting, the questions that are asked are listed below in order to allow applicants to be adequately prepared to respond to the required questions at that time. Please also note that you will only be able to submit your application by logging into your UD Gmail account.*

**Part 1: Personal Information**

Personal Information

Name

Current Campus Living Area

Home Address (City, State, Zip)

Cell Phone

Home Phone

UD Student ID

5 digits on the back of your student ID (5 numbers in the MIDDLE)

Gender

Date of Birth

Polo Size

Have you previously applied for and been through the RA/Fellow interview process?

If yes, were you offered the alternate position?

**Part 2: Academic Information**

Class Status for 2013-2014

Do you plan to student teach, hold an internship or participate in study abroad in the next academic year?

If yes, which semester would you be participating in student teaching, internship or study abroad experience?

**Part 3: Learning Living Community**

Are/were you a member of a Learning Living Community or Student Interest Housing (if in the Student Neighborhood)?

If yes, which community?

Are you interested in working in a Learning Living Community?

If so, which one(s)?

**Roommate Question** (only required answering if a rising Junior, Senior or Grad student)

In the event that you are placed in an area that requires roommates, would you be able to obtain them?

*Please note: By indicating here that you are able to obtain roommates you are acknowledging that, should you be placed in an assignment that requires roommates you will either provide the names of individuals you select to be your roommates, or understand that random roommates WILL be assigned to fill the occupancy spaces of your assignment. Once you have been assigned to a space, you may not request a change in assignment due to any changes in roommates.*

**Neighborhood Fellow Applicant Question** (Only required to answer if applying to be a Fellow)

Have you discussed with your roommates about what the experience of living in a Neighborhood Fellow House in the Student Neighborhood will be like?

If yes, how many roommates will you obtain?

Are you interested in the ArtStreet Fellow position?

If yes, what interests you in the ArtStreet Fellow position?

**Neighborhood Fellow Essay Questions** (Only required to answer if applying to be a Fellow)

How have you participated in the Community Standards process in your hall or district? How do you think Community Standards can be applied in the Student Neighborhood?

What do you think is the most pressing issue for residents living in the student neighborhood? How would you approach this issue if you were to become a Neighborhood Fellow?

# University of Dayton

## HRL RA/Fellow Application 2014-2015

### Position Background: Resident Assistant

A Resident Assistant (RA) is a person who fosters student growth through community development. An RA assists students in their transition, integration, and progression through community living. The RA is responsible for areas such as social, cultural, service, and educational programming, peer counseling, and facilitating an environment that is conducive to learning. The Department of Housing & Residence Life seeks students who are responsible, mature, and creative. Additionally, we seek applicants who exercise good time management, demonstrate potential for peer leadership, and act as positive role models among their peers. A student must have a GPA of 2.50 or higher, and be in good judicial standing with the university in order to be considered for an RA position.

### What does an RA DO?

- Participation in departmental forums
- Participation in departmental committees (RA Recruitment/Selection, Multicultural Planning Committee, Housing and Residence Life Advisory Council)
- Create bulletin boards
- Post flyers and maintain information on bulletin boards
- Create purchase requests and shop for programs
- Complete weekly reports to maintain communication with supervisors about your floor/residents
- Weekly staff meetings (2 hours)
- Weekly 1:1 meetings with supervisor (30 minutes-1 hour)
- In-Area Committee work (varies by area)
- Assist with University and Departmental initiatives during critical times during year (St. Patrick's Day, Family weekend, Move-in)
- Assist with checking out rooms during Winter Break and the End of Year closing
- Respond to students in crisis
- Participate in in-service opportunities (Community Service, Professional Development sessions)
- Respond and assist during building fire alarms and scheduled drills
- Assist with collection of information/data from residents as requested by Department
- Communicate important information to residents through scheduled floor meetings as directed by Department (Housing lottery, Closing Information, Crisis response, etc.)
- Sit the desk during schedule hours to serve as customer service staff
- Conduct Roommate Living Agreements at the start of the year and any time new roommates occur.
- Facilitate Roommate mediation meetings
- Facilitate Community Standards meetings (To set standards at the start of each semester or to address Community Standards violations)
- Complete "Wellness checks" on students that may be in crisis or of concern
- Complete work orders for area/floor issues needing maintenance or Facilities attention
- Complete duty log entries at the end of every scheduled duty round
- Confront and document policy violations
- Ensure fire safety standards are maintained and address any violations

# University of Dayton

## HRL RA/Fellow Application 2014-2015

### Position Background: Neighborhood Fellow

A Neighborhood Fellow is a person who fosters student growth through community development. A Neighborhood Fellow assists students in their transition, integration, and progression through community living in the Student Neighborhood. The Neighborhood Fellow is responsible for areas such as social, cultural, service, and educational programming, peer counseling, and facilitating an environment that is conducive to learning. The Department of Housing & Residence Life seeks students who are responsible, mature, and creative. Additionally, we seek applicants who exercise good time management, demonstrate potential for peer leadership, possess critical thinking skills, and act as positive role models among their peers. A successful applicant will be a current sophomore/junior/senior, have and maintain a 2.50 cumulative GPA and be in good judicial standing with the university.

### What does a Neighborhood Fellow DO?

- Build community through district walks with weekly talking points
- Serve on a duty rotation for the Neighborhood, Caldwell, and Garden Apartments
- Act as a center of knowledge for the neighborhood by being a connection between students and administration
- Be a liaison to help the neighborhood with various problems and issues
- Provide neighbors with information
- Participate in departmental forums
- Participate in departmental committees (RA Recruitment/Selection, Multicultural Planning Committee, Housing and Residence Life Advisory Council) and area committees
- Create purchase requests and shop for programs
- Attend weekly staff meetings (2 hours) and 1:1 meetings with supervisor (30 minutes-1 hour)
- Assist with University and Departmental initiatives
- Respond to students in crisis
- Participate in in-service opportunities to develop personally and professionally
- Respond and assist during building fire alarms and scheduled drills
- Assist with collection of information/data from residents as requested by Department
- Communicate important information to residents through scheduled floor meetings as directed by Department (Housing lottery, Closing Information, Crisis response, etc.)
- Conduct Community Living Agreements at the start of the year and any time new roommates occur.
- Facilitate roommate mediation meetings and community standards meetings
- Complete wellness checks on students that may be in crisis or of concern after initial triage
- Complete work orders for area/floor issues needing maintenance or Facilities attention
- Confront policy violations from an educational lens
- Participate in Flyer Host trainings
- Follow up with residents about concerns such as litter and debris citations and Public Safety warnings
- Ensure fire safety standards are maintained and address any concerns
- Engage in conversation about sheet sign messages
- Approach residents engaging in unsafe drinking habits
- Host events and initiatives to build community
- Program with special interest houses around their designated goals and topics
- Collaborate with campus offices to provide and promote educational opportunities