

## Current Staff Members

### **Q: When will I find out my final area/building/room assignment?**

**A:** Due to the fact that staff placement is dependent upon the enrollment of the incoming first year class, final placements are not decided until shortly before staff return for ULI. All hired staff members will receive an email notification during the summer months with a “placeholder” room, however, this assignment is not necessarily where individuals will be assigned. Final housing assignments will be shared with staff members by their supervising CC/AC/RD in late July.

### **Q: What if I want to take time off to go home for a holiday or “contract weekend?”**

**A:** Because visibility and availability in your area is such an important part of your position there is a limitation to how frequently you may request to be away. That being said, we recognize that it is likewise important that you take time away to re-energize and encourage all staff to utilize one weekend away per month, excluding holidays and breaks. Staff members must clear any nights away from campus with their supervisor in advance.

In terms of “contract weekends”, staff members should anticipate being asked to work/be available on the following week(end)s and are not permitted to spend time away from campus unless they have been approved by their supervisor:

- Opening Weekend/Move-in
- The first weekend after classes begin
- Labor Day
- Family Weekend
- Halloween Weekend
- Winter Closing
- St. Patrick’s Day & St. Patrick’s Day Weekend (staff are also expected to work hours on these dates, in addition to not requesting leave)
- Closing Weekend (Graduating Seniors are included in this; however, working hours are scheduled with commencement ceremonies in mind)

### **Q: How do I sign up for the RA/Fellow Class?**

**A:** All newly hired RA and Fellow staff are required to register for the EDC 402 Methods Class for the fall semester that they begin employment. If you were hired mid-year, you will be required to register and participate in the course the fall following your hire date. Look for the EDC 402 class in the course menu and add it to your course schedule. You can also complete a paper registration form located in the Registrar office.

Options for course enrollment are the following:

- Tuesdays: 4:30-7:30 (RAs only)
- Tuesdays/Thursdays: 9:00a-10:15a (RA/Fellow)
- Tuesdays/Thursdays: 10:30a-11:45a (RA/Fellow)
- Tuesdays/Thursdays: 3:00p-4:15p (RAs only)

If enrolling in the EDC 402 course will put you over the 17 credit hour limit, you will need to do the following:

1. Go to the Registrar office
2. Pick up a paper registration form
3. Fill out the paper registration form
4. Take the registration form to YOUR advisor to sign
5. Bring the form to Gosiger 210 and give it to Linda Thomson
6. Linda Thomson will have Steve Herndon sign it and then campus mail it to the Registrar office

**Q: When do we have to be back on campus for training? (Summer and Winter)**

**A:** All staff members are required to return back to campus 2 weeks prior to move-in weekend. Typically staff are asked to return the Sunday before Undergraduate Leadership Institute (ULI) training begins. Staff members must negotiate with summer employment, co-ops/internships and study abroad experiences in order to ensure that they return on time for training as it is a critical time for the development of skills, understanding of position responsibilities and formation and strengthening of staff relationships.

If staff members are enrolled in credit-bearing classes during the 2 weeks of ULI, he/she must discuss this with his/her supervisor prior to ULI to determine whether or not it will be possible for him/her to miss training as a result or if he/she will need to step down from the position.

As for Winter training (Rejuvenation), all staff are required to return to campus as early as one week prior to the re-opening of campus and as late as the Wednesday prior to Spring Classes resuming. Training will take place that Wednesday night, Thursday and Friday.

Any conflicts with attending Winter Rejuvenation must be discussed with your supervisor, in advance, in order to determine whether or not you may be excused.

For the 2014-2015 academic year, training dates are tentatively scheduled as follows:

August 8-August 10, 2014- Staff members move back to campus

August 11, 2014- ULI begins

January 7, 2015- Staff return to campus for Winter Rejuvenation Training

January 8-9, 2015- Rejuvenation Training

**Q: What if we aren't able to attend part of training?**

**A:** Any conflicts with attending mandatory training must be discussed with your supervisor, in advance, in order to determine whether or not you may be excused.

**Q: How do I get a parking pass for my area?**

**A:** When you return to campus in August (for ULI) the Department of Housing and Residence Life will provide you with the necessary information needed in order to request a parking pass. All staff members are responsible for the full cost of their parking pass; however, as staff members for HRL you may be eligible for a reserved parking pass located near your building/area.

**Q: What if my roommate is violating the student standards of behavior?**

**A:** All residents (staff members included) are subject to the Student Standards of Behavior and will be held accountable to any behavior which violates those standards. If a violation of policy is observed by any staff member he/she should report this as trained by documenting the incident and communicating the matter to his/her supervisor.

In order to help navigate this and avoid a conflict of interest, all staff members and his/her future roommates will be required to participate in a "Roommate Orientation Meeting" in the spring semester prior to living together. The purpose of this meeting is to discuss the expectations of living together, review the responsibilities of the position and develop an understanding of the staff member's responsibility to report misconduct, should it occur.

**Q: Can I work another job, in addition to being an RA/Fellow?**

**A:** *Because of the nature of the RA and Fellow position and the high demands during the first 8 weeks of classes, all staff members are asked not to hold another job during that time. Beyond the first weeks, staff members may formally request approval from their Community Coordinator/Area Coordinator through a provided process meant to have staff members demonstrate their ability to manage time. Regardless of approval, no staff member may work more than 10 hours in addition to their position.*

**Q: Who can I contact over the summer with any questions I have?**

**A:** *Due to the fact that professional and graduate staff placements can change over the summer, it is best that all questions be directly to [housing@udayton.edu](mailto:housing@udayton.edu) or to Joyce Kling at 937-229-3317.*

## Prior to being Hired (Candidate Questions)

### **Q: What if I am unable to attend any of the information sessions?**

**A:** *There are intentionally a number of information sessions that have been scheduled in order to accommodate a variety of schedules. That being said, one additional information session is scheduled in January, after the application deadline for both the RA and Fellow position so that any last minute applicants can still attend to receive more information. For the 2014-2015 applicants, the final information session is scheduled for Monday, January 13, 2014 at 9:00pm in VWK Ground. In the event that you are still unable to attend a session, please contact your Community Coordinator, Area Coordinator or Resident Director to schedule an appointment to meet and discuss the process individually so that you may be fully considered.*

### **Q: What if I am unable to attend Group Process?**

**A:** *In order to be fully considered, all candidates must attend Group Process. If you are unable to attend, you may continue to apply and participate in the other steps of the process, however, failing to attend Group Process will put you at a disadvantage since it will limit the amount of interactions that you will have with the staff responsible for evaluating your candidacy.*

### **Q. If I wish to apply to be RA/Fellow but I am planning to graduate next December will I be eligible? What if I want to be a DA or Guest Check-in Attendant?**

**A:** *Because the Department of Housing and Residence Life maintains a strong alternate pool of other qualified candidates, it is possible for a student to be hired as an RA/Fellow if he/she is planning to graduate mid-year. If this applies to you, it will be important that you communicate this during the interview process as it can impact the location that you are placed. Oftentimes, we attempt to line up the employment of other students that may be planning to be gone in the fall but wish to serve as an RA/Fellow for the spring so that the transition can occur seamlessly.*

*As for the DA/GCA positions, although we prefer to maintain a consistent staff for the duration of the academic year, we hire throughout the year and many of our desk staff graduate mid-year and are replaced by new hires.*

### **Q: What is the dress code for group process, Individual Interviews and Round Table Discussions?**

**A.** *Group Process and Round Table Discussions are casual attire, meaning that jeans are acceptable. Individual Interviews are more formal in nature and therefore candidates are asked to arrive dressed in business casual attire (e.g. Slacks, dress pants, khakis, appropriate-length skirts or dresses, etc.).*

### **Q: What if I can't find enough roommates to fill my assigned apartment/house once I'm hired?**

**A:** *When you apply for a staff position you have the opportunity to indicate if you wish to have roommates. Because this information is taken into consideration when staff are hired and placed if you are no longer able to find (enough) roommates to fill those needed for your assigned area, the Office of Housing and Residence Life will identify individuals to fill those vacancies. You will not be able to request reassignment to an area without roommates once you have been placed.*

### **Q: How much will I be paid as an RA/Fellow?**

**A:** *For the current academic year, RAs are compensated with an annual stipend of \$1,100 and Fellows are compensated with an annual stipend of \$2,000. In addition to this stipend, staff members receive their housing for free (with the exception of taxes in some cases) as well as a meal plan. Stipends are paid over the course of the academic year in payments directly deposited into your personal bank account. The University pays on the 10th and 25th of the month unless that date is a weekend or holiday.*

**Q: What are the main differences between being an RA and Fellow?**

**A:** *The overall responsibilities of the RA and Fellow are very similar in that they serve as community-builders and resources for their residents. The main differences are that RAs are placed in traditional residence halls and apartments/suites whereas Fellows are specifically assigned to the Student Neighborhood. RAs have 30-50 residents whereas Fellows oversee “districts” within the Student Neighborhood including as many as 200 residents within that district.*

**Q: Can I be a Fellow as a graduate student?**

**A:** *Yes! In addition to be able to serve as a Fellow you can also consider one of our Resident Coordinator positions which are only available to graduate students. For more information visit <http://www.udayton.edu/flyersfirst/financialaid/grad/assistantships.php>*

**Q: Can I be an RA as a graduate student?**

**A:** *Yes! In addition to be able to serve as a Resident Assistant you can also consider one of our Resident Coordinator positions which are only available to graduate students. For more information visit <http://www.udayton.edu/flyersfirst/financialaid/grad/assistantships.php>*

**Q: What if I am old enough to live in the Neighborhood as a non-traditional student, but have freshman or sophomore status? Can I apply to be a Fellow?**

**A:** *Contact a Neighborhood Community Coordinator to discuss your particular situation. Andy Mitchell at [amitchell1@udayton.edu](mailto:amitchell1@udayton.edu) or Lindsay Elrod at [elrod1@udayton.edu](mailto:elrod1@udayton.edu)*

**Q: What if a student wants to apply for Fellow/RA/DA but will be studying abroad next term during interviews and roundtables?**

**A:** *As we recognize that studying abroad and co-ops/internships are a fantastic developmental opportunity for students that oftentimes take place during our recruitment time, the Department of Housing and Residence Life is committed to working with interested candidates to ensure that they can still participate in the process and be fully considered. If this applies to you, please contact us at 937-229-3317 (request to speak with Joyce Kling) and we will navigate the options available to you. Typically this entails either a phone interview and/or Skype session.*

**Q: Can a current commuter student apply for Fellow/RA/DA position?**

**A:** *Yes! Because living on campus provides a unique experience and opportunity for student learning, commuter students will want to reflect upon and demonstrate ways in which they can bring their commuter experience to a residential position.*