

Housing and
Residence Life
**Neighborhood
Fellow and
Resident Assistant**
Application
Information
2016-2017

Included are the following:

Welcome Letter
Vision for Residential Learning
Information & Timeline
Application Requirements
Position Descriptions
Frequently Asked Questions



University of Dayton
HRL RA/Fellow Application Information Packet 2016-2017

Welcome to Housing & Residence Life Selection Process!

Dear Applicant,

We are excited that you are considering applying for a student staff position within the department of Housing and Residence Life and 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 **Thursday, October 1, 2015**.

For full consideration, all Fellow applications are due **Monday, November 2, 2015**.

For full consideration, all RA applications are due **Friday, December 11, 2015**.

****Current Sophomores, Juniors and/or Seniors, as well as graduate students interested in being considered for anticipated spring 2016 vacancies of the RA position, please see the details provided in this packet pertaining to our **Mid-Year Hire application process******

If you are eligible and interested in being considered for *either* position, you must apply through HireAFlyer.udayton.edu.

The Selection Process begins **Thursday, October 1, 2015** with the availability of applications and informational sessions that will begin on Monday, October 12, 2015. The process will conclude in **March of 2016** when all applicants are notified electronically of their status.

The Fellow position is open to rising juniors or seniors, as well as graduate students*.

The RA position is open to rising sophomores, juniors, and seniors, as well as graduate students*.

All staff members 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, the Department of Housing and Residence Life at (937) 229-3519 or by visiting the West Campus Office at 461 Kiefaber Street.

Thank you for inquiring about this student leadership opportunity and we look forward to your application!

Sincerely,
The Department of Housing & Residence Life

** In addition to being able to serve as an RA or Fellow, we encourage graduate students to also consider one of our Resident Coordinator positions which are only available to graduate students. For more information visit <http://tinyurl.com/qzacc5m>*

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As employees of Housing and Residence Life, Resident Assistants and Neighborhood Fellows serve as advocates for the Educational Priority and Learning Goals/Outcomes for the Department. All HRL staff are asked to not only be familiar with, but support the initiatives and learning strategies employed throughout the year, as part of the AVIATE program.

Educational Priority

Integrated and Applied Learning

Community living at the University of Dayton offers students a unique opportunity to integrate their curricular learning within a rich living environment. Students will experience a challenging and supportive campus climate enriched by dialogue that cultivates quality relationships with individuals of diverse backgrounds, guides students in their self-discovery and purpose, and prepares students for a lifetime of learning and service in and for their communities. Housing and Residence Life will create quality learning and living communities in a variety of residential facilities to help students reach their full potential. Students in these communities will have opportunities to learn, live, grow, lead and serve.

Learning Goals

AUTHORSHIP

Students will engage others to identify personal values and spiritual identity, demonstrate respect and appreciation of others' perspectives, recognize how their behavior impacts others and provide leadership that enhances the dignity and respect of individuals.

Residents will...

- Clarify personal values and beliefs.
- Demonstrate respect and appreciation of others' values and beliefs.
- Act with integrity in accordance with one's values and beliefs.

INTERCULTURALISM

Students will develop and demonstrate an understanding of their own identity and will value other cultures through learning about their history, beliefs, faith, languages and/or practices to formulate mutual understanding within their living environment.

Residents will...

- Articulate how one's personal culture interacts with the cultural identity of others.
- Demonstrate respect and appreciation of the cultural perspective of others.
- Utilize skills to build and support inclusive community.

COMMUNITY LIVING

Students will develop the ability to live in a community that prioritizes the common good over individual wants or desires. Students will demonstrate healthful living and responsibility through active participation in the planning of and adherence to community standards, promotion of the safety and security of the community, demonstration of pride in their living environment and respectful confrontation of behaviors that threaten the community's well-being.

Residents will...

- Articulate the characteristics of a healthy community.
- Actively engage in developing a strong community.
- Hold others accountable in a manner that benefits all members of the community.

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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 multiple sessions to choose from.

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

Date	Time	Location
Monday, October 12	6:00pm-7:00pm	KU 310
Tuesday, October 13	7:45pm-8:45pm	461 Kiefaber
Wednesday, October 14	12:00pm-1:00pm	Marycrest Large Meeting Room (RA info only)
Wednesday, October 21	7:00pm-8:00pm	Marianist 217
Thursday, October 22	12:00pm-1:00pm	Campus South
Monday, October 26	7:00pm-8:00pm	Stuart Conference Room 163 (RA info only)
Wednesday, October 28	12:00pm-1:00pm	VWK Main
Thursday, October 29	7:00pm-8:00pm	461 Kiefaber
Friday October 30	3:30pm-4:30pm	KU Barrett (<i>Last info session for Fellow Applicants</i>)
Tuesday, November 3	3:00pm-3:00pm	VWK Main (RA info only)
Wednesday, November 11	6:00pm-7:00pm	KU 310 (RA info only)
Tuesday, November 17	8:00pm-9:00pm	McGinnis (RA info only)
Monday, November 23	2:00pm-3:00pm	KU 222 (RA info only)

RA Shadowing Experience

Each applicant must complete one night of the RA Shadowing experience. Shadowing can occur between October 1, 2015 and January 29, 2016 (but must occur prior to individual interview).

Each RA Applicant is required to “shadow” an RA as part of the application process. Shadowing consists of following an RA throughout part of a duty night. Specifically, shadowing entails conducting one community building round (as part of the “duty” requirement) at 8:00pm with an RA and then observing the functions of an RA until 10:00pm.

The shadowing experience will provide an opportunity for applicants to get a sense of what is involved in the RA position and speak directly with a current staff member to ask questions.

Applicants are permitted to shadow in the following areas: Stuart, VWK, Marycrest, Marianist, Founders, Campus South, and Gardens on East Stewart. Applicants cannot shadow in buildings in which they live. Additionally, first-year students can only shadow in other first-year area buildings.

Application Deadline

Please see the next page for the details on application requirements. The application deadline is **Monday, November 2, 2015** for Fellow Applicants and **Friday, December 11, 2015** for RA applicants (*Exception: Those eligible and interested in being considered for mid-year RA hire must submit all materials by Monday, November 2.*) Please note that any supplemental materials (e.g. RA Shadowing reflection) must be submitted to the Department of Housing & Residence Life West Campus Office in 461 Kiefaber Street, **Attention: Joyce Kling**. All applications should be submitted, electronically via HireAFlyer.udayton.edu.

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Application Materials

Each RA applicant must **apply via HireAFlyer.udayton.edu**. Through HireAFlyer.udayton.edu, each RA applicant will **submit a resume and prompted cover letter**. Applicants will also be directed to **complete a google form** that will collect additional information. Finally, each RA applicant must **attend an informational session** and **shadow an RA**. At both the informational session as well as the shadowing experience, the applicant will receive a form. The form from the informational session should be taken to the second floor of 461 Kiefaber (Attn: Joyce Kling). The form from the shadowing experience will be left with the RA on call on the night of the shadowing.

Each Fellow applicant must **apply via HireAFlyer.udayton.edu**. Through HireAFlyer.udayton.edu, each Fellow applicant will **submit a resume, prompted cover letter**, as well as **essay responses** to the following prompts:

- A. Why do you want to be a Fellow and what strengths, talents, and skills would you bring to the position?
- B. What does it mean to live in community and how would you, as a Fellow, impact our community?
- C. What is a need you have seen on campus and how would you address it as a Fellow?
- D. What do you hope to get from the Fellow experience and how will it help your career goals?

Applicants will also be directed to **complete a google form** that will collect additional information. Finally, each Fellow applicant must **attend an informational session**. At the informational session the applicant will receive a form, verifying attendance that should then be taken to the second floor of 461 Kiefaber (Attn: Joyce Kling).

Fellow Group Process:

Each Fellow applicant must complete a group process interview. The group process is on Friday, November 20 and Saturday, November 21 in the Marianist Learning Space during the afternoon and early evening. Invitations will be sent out as your application is received.

Interview Process

Each applicant will be interviewed by staff members from the Department of Housing & Residence Life.

An email will be sent out to Fellow applicants with directions on how to sign up for the Fellow Interviews which take place between Monday, November 30 and Friday, December 4.

RA interviews will take place January 25 through January 30.

Job Offers

Fellow decision letters will be e-mailed over winter break 2015-2016.

Resident Assistant decision letters will be e-mailed early March 2016.

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Application Requirements

PART 1: INFORMATION SESSION

Applicants must attend one information session 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 via HireAFlyer.udayton.edu. Include a resume, cover letter, [and for Fellow applicants, a response to the provided essay questions.](#)

- 1) Successful cover letters will address the following prompts:
 - a) State why you are interested in becoming an RA/Fellow
 - b) A successful Housing and Residence Life staff member will possess the following skills and abilities: organizational skills, time management, ethical behavior, communication skills, inclusivity, and problem solving. Please address how you have demonstrated or your experience level with at least three of the aforementioned skills.
 - c) Discuss how you anticipate applying these skills to the RA/Fellow position.
- 2) Attach a resume
- 3) [For Fellow applicants: attach an essay responding to the following prompts:](#)
 - a) [Why do you want to be a Fellow and what \(strengths, talents, skills\) would you bring to the position?](#)
 - b) [What does it mean to live in community and how would you as a Fellow impact our community?](#)
 - c) [What is a need you have seen on campus and how would you address it as a Fellow?](#)
 - d) [What do you hope to get from the Fellow experience and how will it help your career goals?](#)
- 4) Complete the Housing and Residence life supplemental application at <http://tinyurl.com/nt2el88>

PART 3 (For RA Candidates): RA SHADOWING EXPERIENCE

Between October 1 and January 29, 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, between 8:00pm and 10:00pm, and will provide an opportunity for applicants to get a truer sense of what is involved in 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. To sign up for this part of the application process, contact one of the following front desks, Monday-Friday between the hours of 8:00am-4:00pm.

Desk	Phone	Who can Shadow at this Desk	Days Open for Shadowing
Stuart	937-229-4621	Non-Stuart Residents, First-Year Students, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
VWK	937-229-4563	Non-VWK Residents, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
Marycrest	937-229-4563	Non-Marycrest Residents, First-Year Students, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
Marianist	937-229-1627	Non-Marianist Residents, First-Year Students, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
Founders	937-229-4611	Non-Founders Residents, First-Year Students, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
Campus South	937-229-3539	Non-South Quad Residents, Second-Year Students, Juniors, Seniors	Any date 10/1-1/29
E. Stewart Gardens	937-229-4092	Non-Gardens Residents, Second-Year Students, Juniors, Seniors	Sundays, Mondays, Tuesdays or Wednesdays only, between 10/1-1/29

Additionally, applicants should not shadow an RA in their own area and first-year applicants should only shadow in other first-year area buildings.

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PART 3 (For Fellow Candidates): 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 either Friday, November 20th from 6:00pm-9:00pm or Saturday, November 21st from 2:00pm-5:00pm. Invitations to the Fellow group process will be sent after applications are received. If you have any questions about the group process, please call Joyce Kling at (937) 229-1348.

PART 4: Interview Process

Fellow Interviews will take place between Monday, November 30 and Friday, December 4.

RA interviews will take place January 25 through January 30.

Resident Assistant (RA) Mid-Year Hire Application Requirements

The Department of Housing and Residence Life anticipates multiple vacancies being available for the RA position beginning January 2016. Although we still maintain an alternate pool of applicants from last year's candidate pool, we are opening up the opportunity for this year's applicants to also be considered.

Requirements:

- Applicants must be a current sophomore, junior or senior.
- Applicants must be prepared to accept a position for the duration of the spring 2016 term.
- Applicants must be prepared to vacate their current housing assignment and relocate to whichever placement he/she receives, if offered the position (*please note: This may include moving into a space with roommates other than those he/she has selected*)
- Applicants must be prepared to arrive back to campus no later than **8:00am on Wednesday, January 13th** for Rejuvenation training.

Interested candidates must complete all aforementioned parts of the RA application process **no later than November 2nd** in order to be considered. The HRL selection committee will select a pool of applicants to interview before winter break. Decisions will be made and notifications will be shared by phone no later than **December 30th**.

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Position Description: 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 (Tuesdays from 8:30pm-10:30pm)
- Monthly All Campus Staff Meetings (Tuesdays from 8:30pm-10:30pm)
- 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 Assignments Process, Closing Information, Crisis response, etc.)
- Sit the desk during schedule hours to serve as customer service staff
- Conduct Roommate Living Agreement meetings 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 duty rounds that entail some sort of confrontation or issue being addressed
- Confront and document policy violations
- Ensure fire safety standards are maintained and address any violations
- Facilitate Community Building Meetings

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Position Description: 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 Assignments Process, 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

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Frequently Asked Questions

Q: Are there any mandatory requirements to apply?

A: Yes. All candidates (for both the Fellow and RA position) must have a GPA of 2.50 by the end of the fall semester. All candidates must also not be on university disciplinary probation at the start of employment (August 1, 2016).

Q. If I wish to apply to be RA/Fellow but I am planning to graduate next December will I be eligible?

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 and 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.

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

A: Yes! In addition to being 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://tinyurl.com/qzacc5m>

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://tinyurl.com/qzacc5m>

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 Joyce Kling at jkling1@udayton.edu to be directed to a staff member to discuss your particular situation.

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

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 937-229-3519 (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.

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. 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: If I am applying to be a Fellow, what if I am unable to attend Group Process?

A: In order to be fully considered as a Neighborhood Fellow, 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.

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

A: Group Process days 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: When will I find out if I get an interview?

Fellow candidates will be contacted via email immediately after the application deadline with information pertaining to Group Process and Individual Interviews. RA candidates will receive an email from the Department of Housing and Residence Life over winter break identifying whether or not you will be invited to move forward with the interview process.

Q: When will I find out if I get the position?

A: All candidates will receive emails from the Department of Housing and Residence life, throughout the process, indicating whether or not you are being invited to move forward through the various stages. Final decision letter for the Neighborhood Fellow position will be sent early January. Final decision letters for the Resident Assistant position will be sent early March.

Q: What if I also applied to be an RA?

A: The RA and Fellow processes are separate from one another with the Fellow process moving forward earlier than the RA. Please apply to both positions online and submit all necessary materials for both. You will also need to go through both interview processes because they are different positions.

Q: As a Fellow, do I need roommates?

A: There are a few residential areas that require Fellows to have roommates. Please indicate your desire to have roommates on the supplemental document that you're asked to complete.

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.

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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 may anticipate being asked to work/be available on the following week(end)s and are may not be 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: When does the position start? When do we have to be back on campus for training? (Summer and Winter)

A: *The position formally begins (in terms of being “hired” with Human Resources) for all staff members on August 1, 2016. All staff members are required to return back to campus 2 weeks prior to move-in weekend. Typically staff members 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 2016-2017 academic year, training dates are tentatively scheduled as follows:

August 5-August 7, 2016- *Staff members move back to campus*

August 7, 2016- *ULI begins*

January 11, 2017- *Staff members return to campus for Winter Rejuvenation Training*

January 11-13, 2017- *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.*

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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: 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.*

Multiple class meeting times will be offered to accommodate various schedules however specific times are still being decided and will be shared prior to class registration time.

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: 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.*