

**RESIDENCE
LIFE
& HO**
Welcome Home



**NORTHWEST
COLLEGE
SING**
Powell, Wyoming



Know. Empower. Connect.
RA Selection 101

**An introduction to Residence Life and
RA Selection at Northwest College**

What's Inside:

- An Overview of Residence Life..... inside cover
- Welcome from the Selection Committee.....pg. 3
- Resident Assistant Position Overview..... pg. 4
- Expectations and Eligibility Requirements to be an RA.....pg. 6
- Details for the RA Selection and Hiring Process.....pg. 9
- Compensation and Benefits.....pg. 11
- FAQs (Frequently Asked Questions).....pg. 12
- Contact Information.....pg. 14
- Resident Assistant Application.....pg. 15

**RA Applications due by 12 Noon on Wednesday, March 15, 2017
to Residence Life (DSC).**

An Overview of Residence Life

Residence Life has adopted the **Knowing, Connecting, Empowering: Developing our CAMPUS community** model. Our staff is expected to know each resident, connect residents to campus resources, and empower residents to achieve success. This model centers on the principle that communities thrive when positive, committed attention is given to human relationships.

Living in the residence halls is more than just a place for our residents to relax, sleep, or stay between classes. It is also a learning experience within a community environment that provides positive outcomes for both the resident and their residential community. We want students' experiences outside the classroom to be just as impactful and just as memorable as their experiences inside the classroom.

Residence Life has the following mission at Northwest College:

To provide safe, clean, and comfortable residence hall and apartment facilities; a nutritious, well-balanced food service program; and residence hall and apartment environments that are stimulating and supportive of the academic mission of Northwest College.

Goals for the Residence Halls:

- To assist students with their growth and development.
- Residence Halls must be appealing places to live.
- Students should be given maximum control over their surroundings.
- Residence Halls should teach group living skills and a sense of responsibility to the community.
- The primary purpose of Residence Halls must be educational...NOT managerial.
- The Residence Hall staff should have basic skills in the following areas:
 - Conceptual application
 - Peer helping
 - Referral information
 - Administrative
 - Peer educational/teaching
 - Leadership
 - Crisis management
 - Conflict resolution
 - Human relations

Staffing

Residence Life manages 5 residence halls and 2 apartment complexes, which house more than 800 residents on campus. Our department is comprised of 3 full-time professional staff (2 Area Coordinators and 1 Resident Director), 2 Student Resident Directors, 30 resident assistants, and 2-4 apartment managers and assistants. Our Central Office staff is composed of the **Director of Residence and Campus Life, the Housing and Summer Conference Coordinator**, and 2-4 student assistants. The Director of Residence and Campus Life monitors all operations within Residence and Campus Life.

Each residence hall is supervised by an **Area Coordinator, Resident Director, or Student Resident Director** with duties that include the selection, supervision, and on-going training of resident assistants. Hall Supervisors also manage the hall office, conduct student conduct referral meetings, and assist residents.

Affectionately known as "RAs," **Resident Assistants** are student staff members who work with residents living on their same floor or within their same hall. RAs are selected for their concern for fellow residents and for their leadership skills. RAs are trained to provide support and assistance to residents on a variety of issues. They're an invaluable member of the College staff.



Dear Applicant:

Thank you for your interest in becoming a Resident Assistant (RA) for the 2017-2018 Academic Year! Resident Assistants play an essential role in the Residence Life program at Northwest College. The Resident Assistant position is probably both the most challenging and most rewarding leadership position on campus. We hope you find the information in this booklet helpful as you go through the application process and make what could easily be the best decision of your college life!



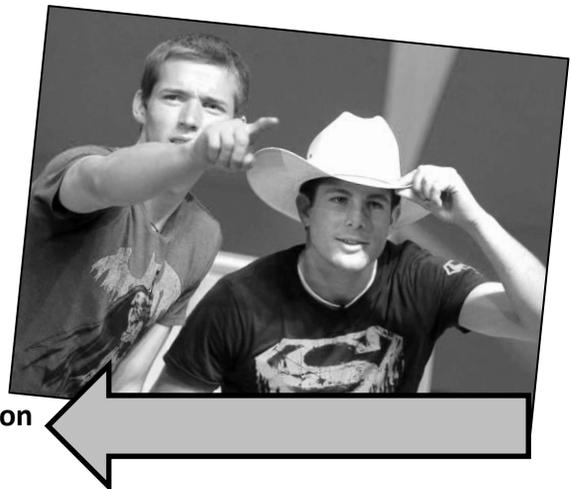
What are we looking for in a Resident Assistant?

If you take a moment to look at the current RA staff, you will see a team made up of some very different individuals. There is no such thing as a “cookie-cutter” RA. **Our best advice is to be yourself throughout this process.** We want to get to know you and what you can uniquely bring to the Residence Life TEAM as well as to your residents. That said, obviously there are a few general things we look for in a Resident Assistant. A successful candidate for a Resident

Assistant position will be open minded and enjoy working with diverse groups of people. Candidates will be organized, responsible, and able to make good ethical decisions. Candidates must demonstrate leadership potential, interpersonal skills, and a willingness to learn. We also take note of how involved a candidate has been in their current hall and campus community.

We are excited you are interested in learning more about the position and we look forward to getting to know you better throughout the RA Selection Process!

*From the RA Selection Committee
Northwest College Residence Life*



Download a copy of this booklet and the application online at www.nwc.edu/life/housing/rockin.html

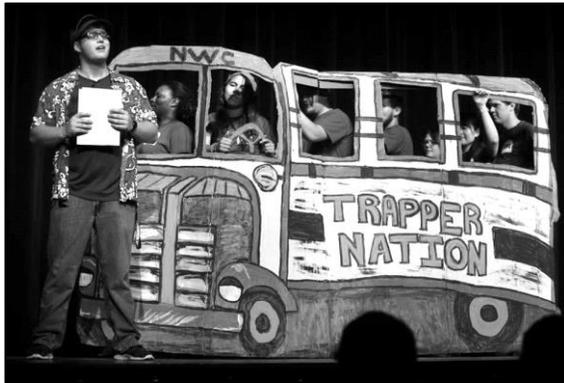


Find us on **RA Selection at Northwest College**
Facebook www.facebook.com/RASelectionNWC

Resident Assistant Position Overview



The Resident Assistant is the most important position in Residence Life.



As a student staff member in the Residence Life department, the RA is the representative of the college who deals most directly with campus residents on a regular basis. Resident Assistants must be committed to self-development and the development of others. RAs are expected to serve as role models on campus, exhibit the ability to be effective listeners and excellent resources, and to show ethical behavior at all times.

Facilitating a positive community is an integral part to achieving the goals of Residence Life. In order to create a positive community, RAs must develop individual relationships with each student and foster a community valuing respect for others, upholding community standards and campus policy, and simply being available and present in the residence halls. RAs will facilitate community development through having meaningful individual interactions with residents, monthly meetings, programs, and yes, even door decorations and bulletin boards.

The general responsibilities of a Resident Assistant include:

- **Interpersonal Relationships:**
Availability, Approachability, Community Building, Attitude
- **Administration and Management:**
Facility Management, Organizational Tasks, Committee Participation, Duty Expectations
- **Behavior and Intervention**
Strategies: Advising and Referral, Conflict Resolution, Crisis Intervention, Policy Enforcement
- **Leadership and Programming:** Educational and Community Building Programs, Role Model
- **Professional Development:** Communication, Training and Development, College Support, Relationship with Hall Staff, Public Relations
- **Academic Excellence:** Role Model, Class Attendance, Referral to and Usage of Campus Resources, and must be enrolled as full-time student (minimum 12 credit hours) with a minimum 2.3 cumulative GPA.



All candidates that complete a personal interview will be provided with a copy of the "Resident Assistant Job Responsibilities and Duties" pamphlet that detail the specific commitments of the RA job.

Resident Assistant Position Description

The following position description is to be considered a brief overview in support of and not in replace of other departmental materials (i.e. RA Contract, New Hire Agreement, RA Duties and Responsibilities pamphlet, etc.). Specific position requirements and contractual obligations are detailed in the Resident Assistant Contract.

Resident Assistants work with students and other Residence Life personnel to promote a socially, culturally, and educationally enriching experience for students. The Resident Assistant (RA) is a student staff member who helps to care for the residents living within their respective community. RAs serve under the direction of a hall supervisor. Generally, RAs are responsible for enforcing College policy and regulations, performing various administrative tasks, developing a sense of community, assisting students, and working as a team member within Residence Life. Responsibilities are further specified by their immediate supervisor and in other departmental materials (see above) and include, but are not limited to, the following:

Time Commitment

This is a part-time position with a primary commitment to duties rather than hours; the actual time worked may vary from week to week. This position is expected to be the RA's highest non-academic time commitment.

Responsibilities for Developing a Healthy Community

- Complete a minimum of six programs per semester, per the Residence Life CAMPUS Programming Model.
- Schedule and conduct community meetings on a monthly basis.
- Learn residents' names, room assignments, and at least one other piece of information about them.
- Maintain a schedule that ensures visibility, accessibility, and availability to residents on a consistent basis.
- Post all flyers and keep bulletin boards updated, attractive, and informative.

Responsibilities for Assisting Students

- Be knowledgeable about campus and community resources and able to make appropriate referrals.
- Assist residents to overcome obstacles such as personal fears, uncertainties, and adjustments.
- Aid residents in the mediation of roommate conflicts.
- Educate students to be tolerant of student differences such as race/ethnicity, politics, gender, religion, socioeconomics, age, sexual orientation, disabilities, etc.

Responsibilities for Policy Enforcement, Crisis Intervention, and Emergencies

- Respond professionally and appropriately to incidents, crises, and emergencies.
- Educate community on the rules and regulations for safe and secure campus living.
- Communicate professionally and effectively with campus and community service personnel and be able to make appropriate referrals.
- Confront inappropriate behavior and alleged violations of policy and regulations.
- Document all incidents accurately and thoroughly, and submit timely reports.

Responsibilities for Working as a Team Member

- Attend and participate in all RA staff training, education, and information sessions such as Fall training, Spring training, RA conferences, RA In-service, and weekly staff meetings.
- Support departmental programs associated with RA recruitment and selection processes, Housing sign-up (i.e. Homesteader Rights) and hall tours, and Admissions Open Houses and Student Panels.
- Support hall teammates in programming, incident and crisis response, and general support.
- Maintain a positive attitude and refrain from conduct that lowers team morale.
- One-on-One meetings with supervisor(s) to discuss performance and experiences in Residence Life.

Responsibilities for Performing Administrative Tasks

- Follow established guidelines for all office tasks (e.g. desk duty, key check-outs, etc.).
- Check RA mailbox and NWC email daily.
- Participate in assigned opening, closing, and move-in shifts and responsibilities as directed by supervisor.
- Complete RA monthly paperwork, programming paperwork, incident reports, and other administrative tasks thoroughly and by all deadlines.

Expectations and Eligibility Requirements for Resident Assistants 2017-2018 Academic Year



As with most positions, there are some minimum qualifications you must meet. We value the fact that our RAs stand out academically on campus and provide a good example for our students. Below are the minimum eligibility requirements you must meet to apply to be an RA and a list of expectations and requirements once you are hired to be an RA.

At time of application (and throughout employment) ...

1. You must possess the **desire to lead, help, interact, grow, and have fun!**
2. **You must have lived in campus housing at least one semester** by time of appointment (current semester counts).
3. **You must have a cumulative GPA of a 2.300** by the start of RA Training and must maintain a GPA of 2.300 each semester as well as be enrolled as a full-time student (12 credit hours). The maximum number of credits an RA may take is 19.
4. **You must be in good standing** financially, academically, and judicially with Residence Life and Northwest College.
5. Preference may be given to candidates that are **available to work for the entire 2017-2018 academic year.**



If offered a position...

1. You must have **approval from your direct supervisor before enrolling in Monday and/or Wednesday evening classes or other commitments.** This is to ensure availability for Monday evening staff meetings and Wednesday evening RA In-service. Personal and class schedules must accommodate these commitments.
2. You must enroll in the **RA Leadership Skills class [CO/M 2015 (02)].** (Fall Semester In-Service is a 2 credit hour course, Spring Semester In-Service is a 1 credit hour course). You must attend and participate in this class; it is a required part of the RA position.
 - **RA In-service** meets Wednesdays from 5:00pm-7:00pm.

3. You must adhere to the **NWC Student Code of Conduct as well as the conduct and role-modeling expectations** set forth in the Resident Assistant contract including, but not limited to the expectations regarding alcohol and/or other drugs. In addition to adhering to all federal, state, and local laws:
 - RAs will refrain from using alcohol and/or other drugs under any circumstance while under contract, and/or being present at a venue or location where alcohol is being consumed by students, regardless of RA consumption or not (exception includes policy enforcement situations and clearly communicated and pre-approved DD scenarios). If an RA is over the age of 21, an agreement must be made with their hall supervisor and/or the Director of Residence and Campus Life regarding the use of alcohol off campus. An RA will refrain from consuming alcohol in any place or situation where a resident is present.
4. You must maintain and regularly (daily) check a valid **NWC student email address**.
5. You must **maintain availability through a valid phone line and messaging system** (through your personal choice/preference of one or a combination of the following: a land line in your RA room, setting up a free Google Voice account, or providing your personal cell phone.)
6. You will **fully participate in all staff training and development activities**** including Fall Training, August opening and Kick-Off Weekend, Spring Training and January opening. The purpose of these trainings includes skills acquisition, staff bonding, and creating a common vision/purpose for the RA job.
7. As the timing of **opening and closing the Residence Halls** for breaks can sometimes be impacted by unforeseen factors (such as inclement weather), you must be flexible with your arrival and departure schedule in such instances and are still expected to be here on time and stay until cleared by your hall supervisor.

***If you are selected as a staff member, please note that the training dates, move-in dates, hall opening and hall closing are not negotiable. Training dates, hall opening, and hall closing require a full-time commitment. Essential dates are listed in the table below.*

Online Training	Fall Training Check In	Fall Training and Hall Opening	Winter Break Release Date	Winter Break Return/ Spring Training	Spring Break	RA Assessment Day	Contract Release Date
August 1-8, 2017 Complete the online training modules through Moodle. Must have satisfactory completion no later than 11:55pm August 8th. <small>Mid-year hires will have 2 weeks from date of hire to complete the online modules.</small>	August 7, 2017 between 9:00am and 4:30pm. Welcome Dinner and Social starts at 5:30pm.	August 8, 2017-August 22, 2017. <u>NO</u> outside commitments permitted during this time. Training and Hall Opening is a FULL-TIME commitment comprised of full days.	December 16, 2017 at 12:00pm or once released by the Hall Supervisor after the halls are properly closed.	January 4, 2018 - January 9, 2018. <u>NO</u> outside commitments permitted during this time. Training and Hall Opening is a FULL-TIME commitment comprised of full days. <u>Returning Staff:</u> Check in at the Housing Office no later than 4:30pm on January 5 th . <u>New Staff:</u> Check in by 4:30pm on January 4 th .	<u>Release Date:</u> March 4, 2018 at 12:00pm or once released by the Hall Supervisor after the halls are properly closed. <u>Return Date:</u> March 12, 2018. <small>(Note: Alternate dates for Spring Break release and return may be approved by your hall supervisor with advance notice and appropriate coverage.)</small>	March 17, 2018 Specific time period TBA.	May 7, 2018 at 12:00pm or once released by your hall supervisor after the halls are properly closed.

8. Being **present in the hall** and making yourself **available to fulfill the responsibilities of the RA position** is essential to the success of the department and our Residence Life program. As such, RAs are permitted to maintain minimal outside time commitments (second jobs, extracurricular activities, and/or other time commitments). **Outside commitments may not conflict with the duties and responsibilities of the RA position.** Should a conflict arise, the RA may be asked to choose between the RA position and the other commitment.
- **Secondary Positions:** A Resident Assistant may only hold a second job upon consultation with your immediate supervisor and the Director of Residence and Campus Life. **RAs cannot work outside jobs between the hours of 8:00pm and 7:00am nor may an RA exceed 10 hours per week of secondary employment on campus.** With approval, an RA may be permitted to work up to 20 hours per week of outside employment (as long as secondary on-campus employment is limited to 10 hours per week). The Residence Life Staff reserves the right to ask that the RA give up the second job in case of conflict.
 - **Time Off:** RAs are encouraged to take an appropriate amount of time off each semester; however, due to the expectation that you maintain availability within your assigned hall, the following requirements for time-off apply: RAs are permitted 8 nights away from the hall per semester. (Not returning to the hall until after 2am shall be considered a night off.) RAs are encouraged to take one weekend (or 2 nights) off per month. Time away must be pre-arranged with your hall supervisor.
9. You are expected to fulfill all duties, responsibilities, and expectations of the Resident Assistant position as outlined in the Resident Assistant Contract and all supplemental materials provided by the Department of Residence Life and Northwest College.

Note: Exemptions to these minimum qualifications may be made by the RA Selection Committee, the Director of Residence and Campus Life, or by his/her designee without any prior notification.



RA Selection and Hiring Process

Before you apply...

Attend an **Information Session** (see Step 1 below).

Check out our **Dining Hall Day** during lunch on **March 13th** to ask questions, hang out with current staff, and learn about the position in a more relaxed setting.

Consider liking our Facebook page to **receive updates** at www.facebook.com/RASelectionNWC.

We highly recommend you **talk to a current RA** about the job.



To be considered for the RA position, you must complete the following:
(NOTE: All 4 steps must be completed and are REQUIRED for candidacy.)

- **Step 1: Attend an Informational Session**
 - Participation in an RA Info Session is mandatory for candidacy. If you were unable to attend an in-person Info Session February 21-23, you can make up the Info Session online at <https://goo.gl/forms/wxqtYfILyR6fIP9R2>
- **Step 2: Turn in your RA Application**
 - RA Selection 101 booklets are available at Residence Life, each Residence Hall front desk, and online at www.nwc.edu/life/housing/rockin.html You must **thoroughly complete the application (pages 15-20 of this booklet) and return it to the Residence Life Office with attached essay responses no later than 12 NOON Wednesday, March 15th.**
- **Step 3: Participate in RA Assessment Day (Group Interview)**
 - RA Assessment Day will be held on **Saturday, March 18th from 1:00pm-4:30pm** in the Yellowstone Building. Check in starting at 12:45pm in the YB Conference Center Lobby.
 - Candidates will participate in a variety of fun and interactive group interview sessions. Appropriate casual attire is recommended (please no dresses or skirts, suits, etc.).
- **Step 4: Complete a Personal Interview**
 - Personal Interviews will be held **March 21-22**. Your interview will last about 15 minutes. Plan to arrive a few minutes before to your scheduled time. Professional dress is encouraged.
 - You will sign up for your interview time when you check in at Assessment Day.

After the interview...



Members of Residence and Campus Life and the RA Selection Committee will carefully review all application and selection materials. While we are committed to selecting only the most qualified applicants for Resident Assistant positions, **our goal is to create strong TEAMS to best serve the diverse needs of our residential students at Northwest College.**

Most years, we are fortunate to have more qualified applicants than we have positions available. If you are offered a position, know that we think you have demonstrated extraordinary potential and are excited to be working with you and watching you grow in the upcoming year. If you are not offered a position, do not be discouraged! Oftentimes we are still interested in you as a candidate but weren't able to work you into a TEAM quite yet. In this case, we definitely encourage you to reapply for future openings.

All applicants for the position will be notified in writing of the hiring decision. Notification letters will be mailed by March 31st. If you are offered a position, you will need to **turn in the acceptance slip to the Residence Life Office by April 12th** to confirm that you will be a Resident Assistant for the 2017-2018 Academic Year. If you are not offered a position, we STRONGLY encourage you to turn in the "alternate slip" so that we may consider you for any possible openings.

****Students who have been offered and accepted a 2017-2018 Resident Assistant position are required to attend the "New Hire Orientation Luncheon" on **Friday, April 21st from 11:00am-1:00pm**. This is your first opportunity to meet your future team and learn more about the role-modeling standards of the job. We will go over the "New Hire Agreement" and provide you with the required Human Resources paperwork (Background Check, Payroll Authorization, etc.). All HR paperwork must be completed and turned in Human Resources (ORB 106) PRIOR to start of employment.****



Compensation and Benefits



This is truly a **once-in-a-lifetime** fun learning experience. Being a Resident Assistant will challenge you to grow both personally and professionally. The experience you gain in this role will no doubt serve you well for the rest of your life, no matter what career path you choose!

2017-2018 Remuneration for the position includes:

- Single Room
- Full Meal Plan (your choice of the Flex 15 or Traditional 19 Meal Plans)
- \$674.50 Annual Stipend (\$19.00/work week, paid per College Pay Period schedule and contingent upon successful completion of all monthly duties and requirements).

Other Benefits include:

- Learn administrative and time management skills.
- Learn effective and appropriate communication skills.
- Work with a group of dynamic and diverse peers and administrators.



- Hone leadership and decision-making skills.
- Meet new and exciting residents on your floor and in your building.
- Learn conflict mediation and assertive confrontation techniques.
- Get to plan fun and exciting events in the hall, on campus, and in the Powell area.
- Learn to work with a team to develop a sense of community.
- In many cases, NWC RAs have had success getting hired as an RA when transferring to a 4-year university.

Frequently Asked Questions

What does a typical day look like for an RA? How much time does it take?



Due to the unique nature of the RA position, work cannot be easily translated into hours worked per day or week. The RA job requires both regularly scheduled responsibilities and times during which RAs are available and accessible to floor residents. A reasonable work schedule would include *both* types of time; for example, regularly scheduled responsibilities such as staff meetings, staff training and in-service, programming, and desk duty; *as well as* availability and visibility time at varying intervals

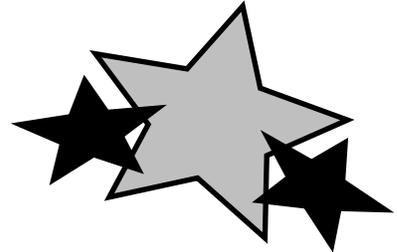
during the day and night on the floor and in the building. RAs are expected to be reasonably available and willing to work during emergencies and other unexpected events for which Residence Life support is needed.



Ask an RA! If you don't already possess strong time management skills, you will need to develop these quickly in order to succeed in the position and as a student. If time management isn't a strength for you yet, don't worry—there are many resources on campus to help you develop good time management and stress management skills. In Res. Life we work as a team, so your fellow RAs and hall supervisor are there to help you while you further develop these skills.

Can an RA work another part-time job?

Residence Life requires RAs to maintain their positions as their highest non-academic time commitment. A part-time position (other than the RA job) could make it difficult to be effective academically. While Residence Life permits RAs to work other part-time jobs, a Resident Assistant may only hold a second job upon consultation with the hall supervisor and Director of Residence and Campus Life. **RAs cannot work outside jobs between the hours of 8:00pm and 7:00am nor may an RA exceed 10 hours per week of secondary employment on campus.** With approval, an RA may be permitted to work up to 20 hours per week of outside employment (as long as secondary on-campus employment is limited to 10 hours per week). Outside commitments may not conflict with the duties and responsibilities of the RA position.



Can an RA take a Wednesday evening class even if it conflicts with RA In-service?

No. RA In-service is both an academic class AND an essential on-going job training requirement. **This is a non-negotiable expectation.** The same applies for all essential dates (refer to the table on page 7).

What support systems are available for RAs in crisis and incident situations?



Residence Life maintains communications and assistance networks with a variety of College departments and offices such as Campus Security, the Student Success Center, SOAR, and other college and community support services. These and other College offices and departments are continuously available as part of a student support network for the staff of Residence Life. Residence Life is very “team” oriented and as such a strong support network exists within the department, as well. RAs have immediate “back-up” support from senior staff in Residence Life who are also on-call and trained to

respond to a variety of incidents and crises. Additionally, RAs are given the appropriate training to be referral agents and to accurately respond to common incidents and crises.

How are RAs assigned? Does an applicant have a choice of their living arrangement?

Ultimately, no. To maintain a living environment that is conducive to student learning and development is an exciting and challenging task. Naturally, the selection and placement of Residence Life staff is a crucial component of actualizing the goals set for our Residence Halls at Northwest College. Staff diversity in each hall therefore becomes a critical factor in providing ideal living and learning communities. The Selection Committee will ask for your hall preference on your application, and while we do take your preferences into consideration, we make our staffing decisions and placement based on a variety of factors. When we are building our hall teams, we do consider your major, learning and leadership styles, areas of expertise, and skill set among other factors relating to teamwork and fit with the residence hall environment. RAs are assigned to living areas based on the particular needs of the Residence Hall and the team.

Is an applicant’s financial aid affected by accepting an RA position?

Because there are a lot of factors which can impact financial aid eligibility, we encourage all applicants to check with the Financial Aid office before accepting a position. Most merit-based and department scholarships are not affected by the RA position. However, if you receive need-based Financial Aid, federal regulations require that residence staff compensation be included as part of your financial aid package. This compensation will first replace self-help, need-based loans and/or work-study awards. If you have any questions about the impact of the RA position on your financial aid package, you should contact Financial Aid directly.

Is it possible to receive an extension on the submission deadline for applications and résumés?

No. Late applications will not be considered during our initial selection process. Residence Life recognizes that allowing late submission of application materials is unfair to candidates who have submitted these materials on time. If you turn in your application past the deadline, Residence Life will file your application should there be any future or unexpected openings. It is highly recommended that you turn in your application on time in order to go through the full selection process and to be given full consideration.



Contact Information

If you have any questions about the RA position and/or selection process, please contact:

Jennifer Skinner , Interim Residence Life Coordinator Cody, Lewis & Clark, and Simpson Halls Email: jennifer.skinner@nwc.edu	(307) 754-6021
Chris Dugger , Interim Residence Life Coordinator Colter Hall and Student Activities Email: christopher.dugger@nwc.edu	(307) 754-6205
Vernon Ward , Interim Resident Director Ashley Hall Email: vernon.ward@nwc.edu	(307) 754-6161
Danika Haynes , Student Resident Director Cody Hall Email: danika.haynes@nwc.edu	(307) 754-6655
Andrew Feller , Student Resident Director Simpson Hall Email: andrew.feller@nwc.edu	(307) 754-6617
Dee Havig , Director of Residence and Campus Life Email: dee.havig@nwc.edu	(307) 754-6412

Visit us in the Residence Life Office in the DeWitt Student Center or online at www.nwc.edu/life/housing/rockin.html



Ready to apply?

☞ Tear out pages 15-20 and turn in with attached essay responses.

-OR-

☞ Type your application online, then print and turn in with your attached essay responses.

All application materials (completed application with essays) are due to the Residence Life Office (DeWitt Student Center) BY NOON on Wednesday, March 15th.

Remember—
Assessment Day is Saturday, March 18th.



Resident Assistant & Student Employment/Hire Application Combined Form Part II

This application form combines the Resident Assistant application and the NWC Student Employment/Hire Application Form Part II as required by Northwest College Human Resources. This application will be processed internally through the Residence Life Office. Should you be offered and accept a position, a copy of your application will be provided to the Human Resources Office in ORB 106.

Please **type** (or print neatly in black ink) and return pages 15-20 **with attached essay responses** to the Residence Life Office by **12 NOON on Wednesday, March 15, 2017** for full consideration. Applications submitted past deadline will be placed on file for a period of one semester for consideration should there be any openings after the initial selection process has concluded.

First Name:	Middle Name:	Last Name:
Student I.D. Number:	Number of semesters lived on campus (including this semester):	Academic Major:
Last Semester GPA:	Cumulative GPA:	
Hall Address:	Permanent Street Address:	City, State & Zip:
Phone Number:	Alternate Phone Number:	Email Address:
Are you legally authorized to work in the United States? (International students: please skip this question and answer the question in the box below.) YES/NO	Have you ever been employed by NWC? YES/NO If YES , list position title and dates of employment:	Do you have any relatives who are currently employed by NWC? YES/NO If YES , indicate names and relationships:
Type of Visa (Please Circle one): F1 J1 Other_____		

Are you 18 years or older? YES/NO

Are you able to perform the essential functions of the job with or without reasonable accommodation? (see job description) YES/NO
--

<p>Have you ever been convicted of any law violation? Include any plea of "guilty" or "no contest". Exclude minor traffic violation unless position requires a drivers license.</p> <p style="text-align: center;">YES/NO</p> <p>(A conviction will not necessarily disqualify an applicant for employment but may require a criminal history background check.)</p>	<p>If yes, please describe the dates, nature, and circumstances of the crime:</p>
--	---

<p>Have you ever been found in violation of Northwest College's Student Code of Conduct or Policies?</p> <p style="text-align: center;">YES/NO</p> <p>(A violation does not necessarily exclude you from consideration for employment. This information will be reviewed with respect to the nature of the violation.)</p>	<p>If yes, please include an explanation of the violation(s), the sanction(s) given, and what you learned:</p>
--	--

<p>Please list your anticipated activities and employment (on or off campus) for the 2017-2018 academic year, along with anticipated time commitment:</p>

Employment Experience

Employer Name:	City:	State: (enter NA if a non Us Address)	Start Date:
End Date (Leave blank if still employed)	Job Title:	Work Performed:	Supervisor Name: Supervisor Phone Number:
Supervisor Title:	Reason for Leaving:	May we contact this employer?	

Employer Name:	City:	State: (enter NA if a non Us Address)	Start Date:
End Date (Leave blank if still employed)	Job Title:	Work Performed:	Supervisor Name: Supervisor Phone Number:
Supervisor Title:	Reason for Leaving:	May we contact this employer?	

Employer Name:	City:	State: (enter NA if a non Us Address)	Start Date:
End Date (Leave blank if still employed)	Job Title:	Work Performed:	Supervisor Name: Supervisor Phone Number:
Supervisor Title:	Reason for Leaving:	May we contact this employer?	

Short Essay Questions

Please attach your typed (or neatly printed) responses on a separate sheet(s). Responses should be limited to no more than 500 words per question set.

① How did you learn about the Resident Assistant position and what prompted you to apply for it? Why would you like to become a Resident Assistant? What interests you about the position?

② What qualities do you possess that you believe will help you as a Resident Assistant? What do you believe would be your three (3) greatest strengths and three (3) greatest limitations in this position?

③ What experiences do you have that you feel would make you especially suited for this position? Please include any organizations to which you have belonged and any leadership roles you have held. Explain how these experiences have better prepared you to be a Resident Assistant.

④ In your own words, please define community and describe what you believe life in a residential community should be like. What is the Resident Assistant's role in fostering this community? If you were a Resident Assistant, how would you build community within your hall?

⑤ Resident Assistants are responsible for learning about and completing several important administrative processes and by strict deadlines. Tell us about a time when you worked on a large project or in a work environment that involved lots of details, factors, responsibility, and/or deadlines. How did you stay organized? What did you learn? How can you apply this understanding to tasks you will face with the RA position?

⑥ The Resident Assistant position encompasses many different roles, including being a student, a role model, an advisor, and an educator. How would you balance the seemingly conflicting roles of being a peer mentor and upholding policy as a Resident Assistant? Why is it important to have rules and regulations in a residence hall community? What can happen in a hall community when policy is enforced versus when it is not enforced?

⑦ In which residence hall community would you like to work next year if hired? Why are you the best for that community? After identifying and explaining your top choice, please rank the remaining residence halls according to your preference of where you would like to work if hired and provide a brief explanation for your ranking order.

(Please note: While we do take your preferences into consideration, we make our staffing decisions and placement based on a variety of factors. When we are building our hall teams, we do consider your major, learning and leadership styles, areas of expertise, and skill set among other factors relating to teamwork and fit with the residence hall environment. RAs are assigned to living areas based on the particular needs of the Residence Hall and the team.)

Professional References

Name of Reference:	Title:	Business:	Primary Phone Number
Alternate Phone Number:	Email Address:		How do you know this reference:

Name of Reference:	Title:	Business:	Primary Phone Number
Alternate Phone Number:	Email Address:		How do you know this reference:

Name of Reference:	Title:	Business:	Primary Phone Number
Alternate Phone Number:	Email Address:		How do you know this reference:

Student Employment Statements and Agreement

As the Resident Assistant position spans both academic year AND summer employment periods, you are required to sign the Student Employment Agreement and Statements for the Academic Year and Summer terms, as well as the Residence Life application statement below (3 sections, five signatures in total).

① Department of Residence Life Employment

Applicant's Statement

I have read and understand the RA Selection 101 Booklet which outlines the commitment and responsibilities of the position. I hereby certify that all statements and answers set forth on this application are complete and true. I understand that false statements or omissions will be cause for the termination of my application or subsequent employment. I understand that by signing this application, I am giving permission to the Residence Life Department to access my academic and disciplinary records and social media as deemed necessary to discuss information relevant to job eligibility and my candidacy. I understand that any offers of employment are contingent upon successful verification of a background check.

Notice of Background Check Requirement: The Resident Assistant position is subject to a background check. Hiring status is always conditional upon a successful verification. If verification is not successful, all employment decisions will be made by the Director of Residence and Campus Life or their designee.

Applicant Signature

Date

Northwest College does not discriminate on the basis of race, color, national origin, sex, age or disability in its program and activities. Inquiries regarding this policy should be directed to the Compliance Officer, 231 West Sixth Street, Powell WY 82435 or call 307-754-6098.

② NWC Student Employment (Academic Year)

Agreement

The filing of an application is the preliminary step to employment and does not imply that the applicant is bound to accept employment nor that the employment will be offered. Employment practices of the College are based on a policy of securing at any given time for any given position employees with the best training, experience, and adjudged ability for the position and salary as advertised. All College hiring is consistent with College policy and subject to available funding.

Having made application with Northwest College, I hereby authorized the release of information directly to said institution and/or its representatives(s). I release and hold harmless present and past employers, references, and all persons and institutions whomsoever, from any charge because of furnishing information.

I hereby certify that all information and statements provided by me on this application or related to this application are true and complete to the best of my knowledge. I have withheld nothing that would, if disclosed, affect this application unfavorably. I am aware that should any investigation at any time disclose any misrepresentation or falsification, my application may be rejected or I may be dismissed from Northwest College if already employed.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant Signature

Date

Student Employment Statement

Student employment is defined as students hired in positions throughout the campus to be of assistance to designated area of employment for a total of not more than 20 hours per week. To be eligible for student employment, student must be taking a minimum of 6 credit hours per semester from Northwest College. Students who are hired must complete all paperwork (Student Employment/Hire Form, Student Work Assignment and Payroll Authorization, FERPA form, W-4, I-9, and IDs and returned to ORB 106) **BEFORE** starting employment. Student employment is on a semester by semester basis and **can be discontinued at any time for any reason**. If hired, I agree to abide by Northwest College student employment policies.

By signing below, I acknowledge that I have read and understand the above paragraph.

Applicant Signature

Date

③ NWC Summer Student Employment

Agreement

The filing of an application is the preliminary step to employment and does not imply that the applicant is bound to accept employment nor that the employment will be offered. Employment practices of the College are based on a policy of securing at any given time for any given position employees with the best training, experience, and adjudged ability for the position and salary as advertised. All College hiring is consistent with College policy and subject to available funding.

Having made application with Northwest College, I hereby authorized the release of information directly to said institution and/or its representatives(s). I release and hold harmless present and past employers, references, and all persons and institutions whomsoever, from any charge because of furnishing information.

I hereby certify that all information and statements provided by me on this application or related to this application are true and complete to the best of my knowledge. I have withheld nothing that would, if disclosed, affect this application unfavorably. I am aware that should any investigation at any time disclose any misrepresentation or falsification, my application may be rejected or I may be dismissed from Northwest College if already employed.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Applicant Signature

Date

Summer Student Employment Statement

Summer student employment is defined as students hired in positions throughout the campus to be of assistance to designated area of employment for a total of not more than 40 hours per week.

Summer student employment positions are filled based upon the following priorities:

2. Highest priority for hiring: Students who are enrolled in at least 2 credit hours during the summer semester.
3. Second priority for hiring: Students who are pre-registered to attend at least half-time (6 credit hours) during the upcoming fall semester.
4. Third priority for hiring: Incoming freshmen students who have been accepted for admission and are pre-registered at least half-time (6 credit hours) during the upcoming fall semester

Students who are hired must complete all paperwork (Student Employment/Hire Form, Student Work Assignment and Payroll Authorization, FERPA form, W-4, I-9, and IDs and returned to ORB 106) **BEFORE** starting employment. Student employment is on a semester by semester basis and **can be discontinued at any time for any reason**. If hired, I agree to abide by Northwest College student employment policies.

By signing below, I acknowledge that I have read and understand the above paragraph.

Applicant Signature

Date

Thanks for applying!

Good Luck!



Hopes of a Resident Assistant

If you enter my room feeling lost
My hope is to show you direction.

If you enter my room full of tears
My hope is that you will leave with a smile.

If you enter my room feeling like a stranger
My hope is that we will know each other when you leave.

If you enter my room bothered by worry
My hope is that you will leave feeling at ease.

If you enter my room glowing with love
My hope is to share in your warmth.

If you enter my room bubbling with dreams
My hope is to watch them develop for you.

If you enter my room with a troubling problem
My hope is that you can confide in me.

If you enter my room
My hope is that we will both grow stronger.



By Josh Feinblum



In the context of our Global Society,
the Mission of Northwest College is to:

BE STUDENT-CENTERED

At NWC, being student-centered means:
Instruction focused on student learning
Student-centered course offerings
Flexible programs and offices that:
Anticipate student needs with predictive and proactive planning, and
Respond to emerging needs in a timely fashion
High-quality academic advising
User-friendly, easy-to-find resources for students
Accessible and innovative learning spaces
Vibrant student life opportunities

BE FORWARD-THINKING

At NWC, being forward-thinking means:
Anticipating change through proactive innovation
Fostering flexibility
Investing in continuous learning for faculty and staff

CULTIVATE COMMUNITY

At NWC, cultivating community means:
Inspiring school spirit and connection
Upholding a culture of accountability, integrity, and respect
Promoting meaningful collaboration across divisions, programs, and offices

PREPARE STUDENTS FOR TRANSFER, CAREER, AND LIFE

At NWC, preparing students for transfer means:
Enhancing students' ability to apply sophomore-level concepts and skills to advanced academic contexts
Ensuring easily articulable classes and seamless transfer
At NWC, preparing students for career means:
Developing students' ability to apply principles and skills to workplace problems and situations
Enhancing students' skills in management, leadership, and collaboration
Increasing students' technological fluency
Cultivating students' commitment to accurate work and personal achievement
At NWC, preparing students for life means:
Developing students' openness to new ideas, capacity to make wise decisions, and sense of responsibility for their actions
Improving students' time management skills
Leading students to treat others generously and with respect

RETAIN AND GRADUATE STUDENTS

At NWC, retaining and graduating students means:
Providing support and opportunities to motivate students to persist from one semester to the next
Providing support and opportunities to motivate students to complete their degrees

**vision
2020**

Innovation & Distinction in...

- Experience
- Connections
- Environment