

# 2021-2022 Resident Advisor Selection

## *Timeline and Process Overview*

### *Frequently Asked Questions about being a Resident Advisor and the RA Selection Process*

#### **What is an RA and what do they do?**

RAs are live-in student staff members who promote individual growth and a sense of community within the floor(s), the residence hall and the University. Resident Advisors plan and implement programs and enforce policies for the Office of Housing and Residential/Commuter Life and Student Affairs.



#### **How are the RAs selected?**

The RA selection process begins at the end of the Fall Semester and continues throughout the Spring Semester. Candidates are asked to sign up for a traditional interview with a professional staff member and a current RAs as well as an optional duty shadowing where candidates shadow an RA on a duty round. The process also includes a Group Process day, with planned activities focused on assessing a student's potential to be an RA. The activities are designed for a wide variety of abilities and are in place to be able to access how a student would work within a group, plan a program, and perform the tasks that are asked of an RA.

#### **Is prior experience as an RA or similar position taken into consideration?**

Prior experience and background of an individual are always considered in the process. Prior experience as an RA, peer counselor, or other type of leadership or service position is appropriate for a serious RA applicant at UNE. Please be sure to highlight these types of experiences on your resume and in your interview.

#### **What is the general schedule of an RA's work week?**

An RA is in a position as a leader of a floor community. This means that the RA is the manager of that community and is in a position where she/he must always be ready to respond to situations and conditions within the residence area. While it is difficult to quantify the number of hours spent responding to student interests, issues, and concerns in residence, this could account for approximately 20 hours each week; in some cases, this response time may be less and at other times it could be considerably more. Responding to situations as they arise is a major component of the RA position.

Other portions of the RA position are more quantifiable: RAs are expected to be regularly on-call for one or two residence halls from 9:00 pm to 8:00 am (the following morning). Part of this duty schedule requires the RA to be available in their building in order to respond to situations as they arise, including on weekends. Other time commitments include weekly staff meetings, 1 on 1 meetings with the RA's supervisor, and weekly room hours to be available to residents.



#### **Can an RA take a leave of absence from the position or be an RA for just one semester?**

RAs are expected to serve in their role for the entire academic year from the date of hire. The Office of Housing and Residential/Commuter Life cannot guarantee positions for an RA wishing to take a leave of absence or to study abroad.

## **Can an RA work in a part-time job?**

The RA position should be prioritized as the highest non-academic time commitment and does require a substantial amount of time. RAs interested in holding part-time jobs, on- or off-campus, are required to discuss this with their Area Coordinator and receive permission. Other on-campus commitments, including club involvement and volunteer opportunities, should be discussed with the Area Coordinator.

## **What if I don't know how to handle a situation?**

Resident Advisors attend both a fall and winter training going through thoughtfully designed sessions all designed to prepare students for what they might encounter and connect them with campus services and offices. Also, RAs work with professional staff members that serve in a 24 hour on call duty rotation and are available to confer and assist in situations.

## **What if I feel that I am not outgoing or do not feel that I would be able to deal with an incident?**

RAs are trained in a wide variety of different situations. In looking at building the ideal staff, many different personalities and abilities are noted. There is no one specific characteristic or skill sought by the selection team. Many different types of students live on campus, so we look to build a diverse group of RAs.



## **Where can I get an application and when are they due?**

Applications are available at RA Information Sessions happening throughout the end of Fall Semester and beginning of Spring Semester. Please contact your Area Coordinator for more specifics. If you cannot make any of these sessions you can also contact your Area Coordinator to setup a time to talk about the position and pick up an application. All application materials, including a current résumé, are due Monday, February 8<sup>th</sup>, 2021. The reference forms are due Monday, February 15<sup>th</sup>, 2021.

## **What is the maximum number of recommendations I may submit?**

Each applicant is required to submit only one, recommendation. Recommendations can be from current or previous employers, members of the faculty, or an academic advisor. Recommendations cannot come from Area Coordinators or Resident Advisors, as they are directly involved in the selection process. Preferably your recommendation will come from someone at UNE. Remember to ask your recommendations for permission to list them prior to completing your application and to include email addresses for each recommendation so they may be contacted. Additional recommendations will not influence the outcome of the selection process.

## **Is it possible to receive an extension of the submission deadline date for applications?**

No, late application submissions will be accepted. The Office of Housing and Residential/Commuter Life recognizes situations arise that are out of the control of candidates, but allowing late submission of application materials is unfair to candidates who have submitted these materials on time. Candidates with difficulties gathering a recommendation should contact Housing and Residential/Commuter Life prior to the appropriate deadline.

## **Is a candidate's financial assistance affected by accepting an RA position?**

There is a chance that the RA Position can affect a candidate's financial aid. The Office of Housing and Residential/Commuter Life works closely with Financial Aid on identifying the RAs whom this would affect. If you have questions or concerns how you may be affected please contact Donna Metayer, Assistant Director of Financial Aid at 207-602-2129.

## **What important dates do I need to know?**

Please consult the separate document *RA Selection 21-22 Timeline* for information on interviews, Group Process Day, and Spring Training.

## **What if I have a question about the process or want to know more information?**

You can contact your AC or the Office of Housing and Residential/Commuter Life at 207-602-2272 or [housing-office@une.edu](mailto:housing-office@une.edu).