

Thank you for your interest in student staff positions for the 2022-2023 academic year! In the following pages, you will find information about the Resident Advisor role and the application process

**If you have any questions,
please contact us at:
housing@wittenberg.edu or 937-327-7800.**

Important Dates:

January - Application becomes available

February - Information Sessions

2/8-5pm; 2/9-11:30 & 5pm; 2/10-11:30 & 5pm

Sessions are in the Alumni Room in Student Center

February 13- All Application Materials DUE by 5pm

February 16-23 - RA Interview Process

February 18 - Group Process 5-8pm

February 25th - Position offer letters sent out

Application Instructions**Filling out the application:**

- Read the entire RA Job Description & application instructions.
- Have the following materials ready to go before starting your application:
 - A PDF Version of an up to date Resume and Cover Letter
 - Names, E-mails and a phone number for two References
- Log into handshake and find job # **5900263** Resident Advisor and [follow the instructions on using handshake](#).
- Be sure to complete the entire application and answer all questions.
 - You will need to submit your application all at once so please documents listed above prepared.

References:

- You must have two references. One must be a Wittenberg University Faculty or Staff member, the other must be any current RA or CA.
- Contact your references ahead of time to ensure that they are ok with you using them as a reference. Please confirm with your reference that they received an email within two business days after you submitted your application. They will get a jotform link to complete.
- References must complete the RA Recommendation form that will be emailed to the address you provide in your application, the reference information will need to be attached in a document with their name, job title & department, email, and a phone number.

Application Due Dates and Interviews:

- Applications are due **February 13th, 2022 at 11:55PM.**
- Once your application is complete, you will be asked to sign up to participate in the New RA Interview Process. **You will need to attend the Group Process Interview on February 18 in the evening, please let us know ahead of time if you are unable to make that date.**
- Final decisions regarding RA selection will be sent to all candidates to their Wittenberg University email and Campus Mailbox by **early March.**

**Please find the application information on the Wittenberg Residence Life
“Join Our Staff Page”**

[Residence Life: Join Our Staff | Wittenberg University](#)

'22-'23 RESIDENT ADVISOR GENERAL REQUIREMENTS

ResLife @ Witt

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

In Student Development, we strive to create leaders who think critically, act morally, and serve others. Within Residence Life, our mission is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

At Wittenberg, life tends to unfold in ways unimagined and through means unanticipated thanks to the university's friendly, dynamic, yet down-to-earth atmosphere. Here, students' passing interests can quickly ignite into powerful passions as a result of the diversity of living environments, gathering places, recreational opportunities, annual events and organizations that together fuel the campus' welcoming feel. Indeed, life at Wittenberg is as varied as our students' backgrounds and personalities, but the common thread is clear: with collaboration and creativity, anything is possible. Our Student Staff are a vital part of helping us achieve these goals and making our mission come to life.

MAINTAIN YOUR ELIGIBILITY!!

- Must maintain full-time student status for duration of employment
- Have and maintain a 2.5 semester and cumulative GPA.
- Have lived on a college campus for no less than two semesters and have no less than sophomore standing at the start of employment.
- Must be and remain in good social standing (minimal conduct history).
- Must reside in designated RA room for duration of employment.
- Expected to make a commitment to the position for an entire academic year.

Mark your calendar!

REQUIRED DATES FOR ALL 2022-2023 RES LIFE STUDENT STAFF:

2022		2023	
April TBD	Spring Training (all staff)	January 6-8*	RA Training & Hall Openings
August 14-28*	Fall Training, Hall Openings & New Student Days	January 9	Classes Begin
August 29	Classes Begin	Feb	RA Selection Interviews
September/	Family Weekend/	Feb	Sibs Weekend
October	Homecoming Weekend	Feb 27-March 3	FIRE Week (for duty purposes)
October 17-18	Fall Break (for duty purposes)	March 6-10	Spring Break (for closing and opening purposes)
October 31	Halloween	March 17	St. Patrick's Day (for duty purposes)
November 23-25	Thanksgiving Break (for closing and opening purposes)	April 7-9	Easter Holiday (for duty purposes)
December 12-16	Final Exams & Hall Closing for Winter Break	April	WittFest (for duty purposes)
		May 4-13	Finals, Commencement & Closing

** Denotes dates may change. Please note if the College calendar changes ALL dates are subject to change.

Staff meetings occur every Tuesday at 9:00pm (block 90 minutes).

Other activities, programs & meetings may be assigned as mandatory if deemed necessary by ResLife staff

ALL STUDENT STAFF EXPECTATIONS

Community Development Responsibilities:

- Programming and community development
- Community building efforts incorporate a balance of passive and active programs, community meetings, educational and social initiatives, as well as needs-based outreach.
- Efforts should incorporate interests and needs of residents as well as support educational objectives of Wittenberg University, Student Development and any community-specific theme as appropriate.
- Develop a personal relationship with residents and become familiar with other students in your building and cluster. Be cognizant of residents' attitudes, academic achievements, involvements, interests, academic difficulties, health problems, and stressors.
- Respect and maintain confidentiality (of both residents and administration). Report concerns or developments through the appropriate channels in a timely fashion.
- Keep your direct supervisor apprised of community and student issues or concerns in a timely manner.
- Assist residents (within the limits of your training and capabilities) with academic, personal, and social matters; make referrals where appropriate.
- Develop the necessary helping skills to empower residents to resolve their concerns and issues.
- Be observant of uncharacteristic behaviors or potential crises, and make referrals when appropriate.
- Be knowledgeable about referral services for residents within the campus as well as in the surrounding area.
- Encourage students' responsibility for productive group and individual behavior. Help them to take a long-range view, understanding of the implications of their decisions and actions.
- Empower them to voice their concerns through the appropriate channels; i.e. RHA, Student Senate, etc.
- Know, understand, uphold and support the Student Handbook and residential policies.

Team Development Responsibilities:

- Support Residence Life, Student Development, and Wittenberg University through attendance at related events, role modeling, and attitudinal behaviors.
- Meet with your supervisor on a regular basis for the purpose of communicating concerns, mentoring, staff and professional development, referrals, work orders, programming, and any other aspects of the position.
- Establish effective, team building communication within your cluster staff, Residence Life & Student Development as well as with other campus offices including Physical Plant, Dining Services, Police Division, and any other area in which you need to communicate to complete your responsibilities effectively.
- Participate in weekly staff meetings, scheduled one-on-ones, and turn in weekly written reports.
- Participate in departmental processes and initiatives including but not limited to: staff recruitment, selection, & training; Housing Lottery; Late Night, campus-wide & alternative weekend programming; etc..
- Complete other tasks as assigned.

Administrative Responsibilities:

- Maintain documents including, but not limited to: incident reports, duty notes, programming forms, surveys, roommate agreements, resident logs, and Room Condition Reports.
- Participate in staff duty rotation and complete duty responsibilities for area as follows:
 - ~Sunday-Thursday - 9pm-12am, 3 rounds per shift with final round between 11:30 & midnight.
 - ~Friday - Saturday - 9pm-2am, 4 rounds per shift with final round between 1:30am-2am.
 - ~Be accessible by phone from 9pm-7am, including while on rounds. Maintain presence in the RA office or hall lounge/lobby while not on rounds during 9pm-12am and 9pm-2am.
 - ~Record observations, actions, and/or policy violations through incident reports and the RA duty log.
 - ~Utilize duty time to carry out responsibilities outlined in this contract.
 - ~Ensure duty coverage before making travel plans.
- Educate residents on the appropriate procedures regarding how to put in work orders and university policies.
- Know and understand crisis response procedures for campus. Respond to and assist in crisis response efforts as needed. Provide required documentation in a timely fashion.
- Develop and promote an awareness of fire and safety precautions/regulations among the residents. Be familiar with the evacuation plan for the residence halls. Report fire life safety concerns promptly.
- Assist in the opening and closing of the buildings at the beginning and end of each semester, as well as each time the residence halls close for breaks and recess periods. This requires you to arrive early and stay until inventory, check-in, checkout, closing, and other assigned duties are completed. Dates are subject to change if the University or department calendar changes.
- Complete and submit all appropriate forms and reports in a timely and professional manner.

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- Complete and submit all appropriate forms and reports in a timely and professional manner.
- Post notices and maintain bulletin boards; promote and publicize university activities. Remove postings when they are out of date.
- Assist in and actively monitor the inventory and condition of the residence halls. Investigate any room, bathroom, or common area damage and report findings to your supervisor.
- Document and report any behavioral, mental, emotional, or academic concerns within 24 hours of observation or encounter.
- Assist in key testing and inventory. Practice ethical and responsible key handling.



STUDENT STAFF BENEFITS

Compensation & Professional Development

Student staff positions in Residence Life are focused not only on community and resident development but also the individual personal and professional development of our RAs and CAs. If you are looking for an opportunity to grow professional skills that transfer to every profession, this is the place for you. Regardless of what name they're called, student staff members working in residence halls are widely recognized for their:

- Calm under pressure
- Ability to manage priorities
- Project management skills
- Communication abilities
- Ability to handle vital responsibilities
- Trustworthiness & dependability
- Creativity
- Relationship development abilities
- Mediation & facilitation experience
- Positive team contributions
- Flexibility & adaptability
- Foresight & understanding of connectedness
- Inclusiveness
- Autonomy & persistence
- Negotiation skills
- Motivation & drive
- Care & empathy
- Passion
- Integrity
- Leadership capabilities

Think you have all of these down? Need to work on it? We want the chance to help you grow into a knockout professional that can take on any opportunity or curveball life throws your way. In addition to being a great resume builder, you have the chance to work for an employer who intentionally focuses on professional development and allocates time and resources for growth experiences including trainings, in-service, certifications, and conference opportunities.

	Annual Stipend*	Free Room**	Total annual value
RA - New	\$2,150	Yes!	\$7,790
RA - Returning	\$2,400	Yes!	\$8,040

*Stipends are pre-tax and are split into 10 even payments (5 per semester).

**Student staff are housed in a single and have their housing fee credited back each semester.

Annual value is approximate based on 21-22 fees.

Some things to note:

- Res Life student staff positions are structured to take approximately 18 hours per week; this means students cannot be employed anywhere else on campus while in the position.
- Student staff must get permission for any off-campus employment.
- Student staff must notify supervisor anytime they will be off campus overnight.

Have questions? Come to an Info Session!
www.wittenberg.edu/ResLife

WITTEN'BURBS - ADDITIONAL EXPECTATIONS

Student staff working in the Witten'Burbs, our student rental housing, have a unique role on staff as the nature of their area of responsibility is structured differently. Specifically, 'Burbs staff will, in addition to the responsibilities listed above:

- Assist professional staff with community administration, including but not limited to:
 - Key, RCR, work order, and roommate agreement inventory and follow-up.
 - Tracking of community issues and administration related to room changes.
 - Inventory and tracking related to facilities and property maintenance.
- Develop resident programming and outreach specifically related to independent living, life after college, etc. to assist upper-class students' transition to more adult responsibilities. Add information with the
- Liaison with senate off-campus representative(s) to ensure resident concerns are represented.
- Conduct weekly rounds through area of responsibility to develop resident relationships and assess property maintenance and condition. Report concerns promptly.
- Assist with semester inspections and follow-up as needed.
- Be familiar with Springfield city Ordinance (no couches on porches, trash days, etc.)