



OFFICE OF RESIDENCE LIFE STAFF APPLICATION ANNUAL PROCESS: 2020 – 2021

Dear Applicant:

The Office of Residence Life (*ORL*) is pleased to announce the availability of the application to fill any potential Resident Assistant vacancies for the upcoming **2020 – 2021 Academic Year**. This packet will provide applicants with a comprehensive review of the selection process from start to finish.

In addition to assisting the selection committee with determining who should be hired, this process will also help applicants assess their strengths and areas of improvement. Applicants can use this process to “**paint**” the best picture possible of who they are and how they interact with others one-on-one and in group settings.

This packet contains:

- *This cover sheet which provides instructions for completing the application packet*
- *One (1) Application*
- *The eight (8) criteria the committee will use to assess each application packet - (for the applicant to keep)*
- *One (1) Application Checklist - (for the applicant to keep)*
- *Three (3) Reference Forms*
- *The Resident Assistant Job Description - (for the applicant to keep)*
- *The ORL Staff Conditions for Employment - (for the applicant to keep)*
- *Tips for Success (for the applicant to keep)*
- *The timeline for the Staff Selection Process - (for the applicant to keep)*

TO BE ELIGIBLE TO APPLY FOR AN ORL POSITION AND ACCEPT THE ROLE, APPLICANTS MUST:

- Possess a minimum 2.5 *TERM and CUMULATIVE* grade point average (*GPA*)
- Be enrolled as a full-time student at Bowie State University for **Fall of 2020** ([proof of registration required](#))
- Have lived within University Housing at BSU for at least one (1) full semester
- Be in good judicial standing: Not found responsible for conduct matter within the past twelve months
- Have no outstanding financial obligations to the university
- Be available to return to campus as early as **August 10, 2020 (confirmed dates to be announced)**
- Attend a Mandatory Resident Assistant Information Session advertised below, sign-in needed

PROCESS DETAILS

In order for the application packet to be considered complete, applicants must print, complete, and submit the materials listed below to ORL by **3:00 PM on March 3, 2020**:

- One completed **ORL Staff Selection Application**
- One **Unofficial BSU Transcript** (*can be downloaded from the applicant's Bulldog account*)
- One **5” x 7” Colored Headshot** with the applicant's name printed on the back
- Three completed **Reference Forms**

THE APPLICATION

Applicants are expected to proof read their applications to ensure that their writing is legible and that there is no spelling, grammatical, or punctuation errors. **Applicants must not submit materials unrelated to the application packet** such as resumes, folders, or covers.

BASIC TIMELINE:

February 3, 2020: Resident Assistant Application Available from Website

March 3, 2020: RA Applications Due to ORL by 3:00 PM

March 7, 2020 6, 2019: RA Qualified Candidates Interviews Begin

March 8, 2020, 2019 (SUNDAY): Resident Assistant Group Selection Process

March 12, 2020: RA Decision Letters Made Available

March 23, 2020: RA Decision Letters Due to ORL by 3:00 PM

REFERENCE FORMS

Listed below are people applicants can distribute the **three reference forms** to:

- a. **Their current RA – this is a mandatory requirement!**
 - Applicants who do not currently live on campus must include a reference form from a former RA.
- b. A Bowie State University administrator, faculty or staff member (*Resident Directors (RDs) and Central Office Staff are prohibited from submitting references*) and;
- c. Another current or former BSU RA, DA, CLA; a former BSU RD or; a Residence Life employee from another college or university.
 - Applicants can also submit a reference from written by any professional staff member who has a clear understanding of what the RA, DA, CLA position at Bowie State entails.

Applicants must share the eight (8) criteria with reference writers who may be unfamiliar with the traits and characteristics Bowie State University ORL staff must possess. Applicants **MUST** print each reference form **before** distributing it to potential reference writers. **Do not** give a reference to anyone who is unwilling to write comments in **ALL** sections of the form. We encourage applicants to check regularly with references to ensure they are submitted on time.

ORL will not accept the application packet if: *a) the appropriate box on ALL reference forms is not checked indicating whether or not the applicant waives their right to read it prior to its submission; b) comments are not written for each section; c) a final overall rating is not provided or; d) the reference writer's name is not clearly printed and signature provided on the specified line(s).*

Applicants will not be permitted to participate in the ORL Selection Process if they do not follow the instructions as outlined in this packet and submitted it, in its entirety, by **3:00 PM on March 3, 2020.**

Sincerely,

The ORL Staff Selection Committee

Office of Residence Life
Bowie State University

EIGHT CRITERIA FOR OFFICE OF RESIDENCE LIFE STAFF SELECTION

The following criteria represents the requirements applicants will be assessed since it is believed that demonstrated skills in these areas will enhance both the applicant's adaption to the job, as well as, the staff's ability to effectively orient and train ORL staff to meet the various needs of residents. The selection committee's task will be to use the criteria listed below to assess each applicant's ability be successful in the position based on information contained in their application packet, comments made, and behaviors demonstrated during their 2-on-1 interview and Group Assessment.

- 1. Is accepting of people with different skin color, lifestyles, political viewpoints, religious background, cultures or ethnicities. The applicant is ...**
 - *Open-minded*
 - *Non-judgmental*
 - *Open to and accepting of diversity*
 - *Able to relate to people different from themselves*
 - *Attends to all group members with equal regard*

- 2. Possesses effective communication skills. The applicant ...**
 - *Is assertive not aggressive*
 - *Listens to all group members*
 - *Has positive regard for all group members*
 - *Provides congruent verbal and non-verbal cues*
 - *Can clearly and concisely articulate ideas*
 - *Can stayed on topic*
 - *Asks for clarification when needed*

- 3. Demonstrated leadership potential. The applicant ...**
 - *Leads without dominating*
 - *Keeps groups on task*
 - *Is perceived by others as a positive role model*
 - *Is inclusive of quiet group members*
 - *Is open to differing points of view*
 - *Considers most aspects of issues*
 - *Initiates conversation*
 - *Knows how to balance social and work life*
 - *Knows how to delegate*
 - *Makes and maintains professional relationships*
 - *Uses full names of organizations before reverting to acronyms*

- 4. Has a good perception of the job. The applicant ...**
 - *Is knowledgeable of the various tasks RAs must complete*
 - *Has a realistic view of the position*
 - *Is aware of time commitment*
 - *Demonstrates a willingness to follow up on resident concerns and issues*
 - *Demonstrates their commitment to tasks*
 - *Can discuss how and when learning can occur in the residence halls*
 - *Recognizes the necessity for the administrative components of the job*
 - *Can articulate residence life policies and procedures and is willing to confront inappropriate behavior*

- 5. Has demonstrated their maturity and a sense of responsibility. The applicant ...**
 - *Is able to adapt or quickly recover from challenges*
 - *Has a positive self-image*
 - *Demonstrates a willingness to compromise*
 - *Is able to articulate strengths and weaknesses*
 - *Possesses the ability to complete tasks*

- 6. Approachable. The applicant ...**
 - *Smiles*

- *Maintains open and confident body language, i.e. head up, shoulders back, maintains eye contact; hands at side or relaxed in their lap or table top; does not slouch*
- *Maintains friendly facial expressions*
- *Is empathic*

7. Has experience with planning educational programs and social activities. The applicant ...

- *Is organized in thoughts and presentation*
- *Has creative, realistic and economical programming ideas*
- *Is comfortable working alone or with others*
- *Has ideas for how they would assess the needs of residents*
- *Has an understanding of why the Office of Residence Life conducts 85% of their programs in the residence hall as oppose to the Student Center*

8. Has an awareness of campus resources at Bowie State University. The applicant ...

- *Knows the location of various resources*
- *Is aware of campus issues*
- *Has used campus resources*
- *Knows the difference between Student Government Association and Residence Hall Association*
- *Knows the role that RHA v. Hall Council*

SPRING 2019 OFFICE OF RESIDENCE LIFE STAFF APPLICATION CHECKLIST

- One completed ORL Staff Selection Application
- One **5" x 7" colored head shot** with applicant's name printed on the back, the applicant should be the only person in the headshot.
- One **unofficial BSU Transcript** (*may be downloaded from the applicant's Bulldog account*).

NOTE: ORL will check final **Spring 2020 and cumulative GPAs on Monday, June 1, 2020**. If the final grades do not meet the 2.5 eligibility requirements and the applicant accepts the ORL Staff position, the applicant's offer will be rescinded.

- Three **completed reference forms**- at least one must be from the applicant's current RA (exception stated for applicants who do not reside in University Housing listed within packet). **Additional references can be written by:**
 - Another current or Former RA
 - Former BSU Residence life employees working at another college or university
 - A faculty or staff member who is knowledgeable of RA job responsibilities at BSU
- All viable applicants must be able to return to campus **as early as August 10, 2020 (confirmed dates to be announced)**.

PRINT NAME: _____

NOTE: Individuals who have had prior judicial involvement or was documented for any room inspection violations within the past 12 months will be considered ineligible to be an applicant for this process.

Date of entry @ BSU: _____ Term GPA: _____ Cum GPA: _____

**** All applicants must have a minimum 2.5 cumulative and term GPA. Applicants are required to submit an unofficial transcript with the application packet. Final decisions are contingent upon grade verification.**

Class standing based on the number of credits you have successfully completed (CHECK THE APPROPRIATE BOX):

FRESHMEN SOPHOMORE JUNIOR SENIOR

*Residents who transferred into BSU from a different institution last semester must list the College or University they transferred from:

City: _____ State: _____ Zip Code: _____

Most recent term GPA: _____ and cumulative GPA: _____

III. EMPLOYMENT & VOLUNTEER RECORD

Begin with current and most recent paid and/or significant volunteer employment and work backward. You may be asked to provide additional information on a separate sheet of paper.

Position: _____ Employer: _____
Dates: _____ Phone Number: _____

Duties: _____

Position: _____ Employer: _____
Dates: _____ Phone Number: _____

Duties: _____

Position: _____ Employer: _____
Dates: _____ Phone Number: _____

Duties: _____

PRINT NAME: _____

IV. ADDITIONAL INFORMATION

Is the applicant an Honors Student or MIE scholar? Yes No

Has the applicant ever been convicted of a crime other than a misdemeanor or traffic violation? Yes No

If yes, please explain: _____

Will he applicant be involved in student teaching, an internship, a job, or any other major time commitment during the spring semester? Yes No

If yes, please explain: _____

Please note: Outside commitments must be approved by the Office of Residence Life prior to employment. The department will limit this to no more than 10 hours per week.

Can the applicant perform the job as outlined in job description? Yes No

If no, please explain: _____

V. LEADERSHIP INVOLVEMENT

The applicant must list their current involvement from most to less recent involvement (*community service, religious youth group, campus organizations, fraternity, sorority, etc.*). If the applicant is new to Bowie State University, this may include involvement during high school or other Universities.

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

PRINT NAME: _____

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

Activity or Organization: _____
Position Held: _____
Dates: _____
Description: _____

We also need to know if the applicant plans to continue any of these activities if hired. Yes No

Please list below the names and job titles of the three (3) individuals who will be submitting reference forms for you

REMINDER: One reference form must be completed by the applicant’s current RA. The second can be from an administrator, staff or faculty member. The last reference form can be completed by someone the applicant has worked with, *i.e. a former guidance counselor, a former Residence Life staff member or high school counselor.*

Please note that if you are not receiving a response from your reference, the Office of Residence Life suggests seeking out another reference so that all materials will be submitted on time. If there are any additional concerns, please contact a Resident Director or the Office of Residence Life as soon as possible.

Current Resident Directors and Administrators in the Office of Residence Life are ineligible to write references for applicants.

NAME & TITLE

CELL # AND/OR EMAIL ADDRESS

- 1) _____
- 2) _____
- 3) _____

This application will be used solely for the purpose of applying for an ORL position. The Office of Residence Life will verify each applicant’s most recent term grades, cumulative grade point average and transcript to determine eligibility and qualifications for the position.

Additionally, we will check each applicant’s disciplinary and financial status with the University.

The Office of Residence Life reserves the right to solicit information from University faculty, staff and administrators about applicants. Providing false information on any part of this application is a violation of the Student Code of Conduct and may result in disciplinary action being taken against the applicant.

The applicant’s signature on this application packet acknowledges the above and indicates their acceptance of these terms. (Family Educational Rights and Privacy Act of 1974).

The information I have presented is true and correct. I understand that incomplete or false information may subject me to disqualification from the ORL selection process. I further understand that this information will be shared with members of the selection committee for the purpose of verification and evaluation.

SIGNATURE OF APPLICANT

DATE



**OFFICE OF RESIDENCE LIFE
APPLICANT REFERENCE FORM**

APPLICANT'S NAME: _____

Under the Family Educational Rights and Privacy Act (FERPA) of 1974 (please check appropriate box below):

- I waive my right to read this form prior to its submission I **do not** waive my right to read the reference

Signature of Applicant: _____

Dear Reference Writer:

The above named individual is applying for an ORL position at Bowie State University. ORL Members act as informal advisors, activity planners and assist in the management of the residence halls. Leadership, responsibility, sensitivity, maturity, fairness and dedication are essential qualities in this position. Your comments are needed to help the selection committee determine the potential and suitability of this applicant for the position. To the best of your knowledge, please comment on the areas listed below as they pertain to behaviors demonstrated and comments made by the applicant.

Return this form to the Office of Residence Life by no later than 3:00 PM on March 3, 2020. Thank you for your time and consideration.

How well do you know this applicant?

5 4 3 2 1
Very Well Somewhat Not at all

In what capacity? (CHECK THE APPROPRIATE LINE)

- ____ **RA**
____ **Faculty/Staff**
____ **Employer**
____ **Other (specify)**

PLEASE COMMENT ON THE APPLICANT'S ABILITIES IN THE FOLLOWING AREAS:

The applicant is accepting of people with different skin color, lifestyles, political viewpoints, religious background, cultures or ethnicities: *(is open-minded; accepting of diversity; non-judgmental; able to related to people different from themselves; attends to peers with equal regard):*

The applicant possesses effective communication skills: *(is assertive not aggressive; good listener, possesses congruent verbal and non-verbal ques; clearly and concisely articulates ideas; stays on topic; asks for clarification when needed; maintains professional relationships):*

The applicant possesses leadership potential: *(leads without dominating; keeps group on task; is perceived as a positive influence; includes quiet group members; is open to differing points of view; considers most aspects of issues; initiates conversation; knows how to balance social and work life; knows how to delegate; is committed to completing tasks; demonstrates a willingness to follow up on incomplete tasks):*

Has a clear perception of the job *(can articulate some of the various tasks ORL staff must complete; has a realistic view of the position; aware of the time commitment; can discuss when and how learning can occur in the residence halls; demonstrates a*

willingness to follow up on resident concerns and issues; can articulate a knowledge of residence life policies; is comfortable with and willing to confront inappropriate behavior):

Demonstrates maturity and is sense of responsibility (is able to adapt or quickly recover from challenges; has a positive self-image; demonstrates a willingness to compromise; is able to articulate strengths and weaknesses; possesses the ability to complete tasks):

The applicant is Approachable (smiles; maintains open and body language; maintains inviting facial expressions; is empathic):

Has demonstrated potential for planning educational programs and social activities (is organized in thoughts and presentation; has creative, realistic and economical program ideas; seems to be comfortable working alone or with others; has ideas for how they would assess the needs of residents; has experience with planning educational programs and social activities; has an understanding of why the Office of Residence Life does 80% of their programming in the residence hall as oppose to in the Student Center):

Is aware of BSU resources (knows the location of various campus resources; aware of campus issues; knows the difference between the Student Government Association and the Residence Hall Association; can articulate the complementary roles that RHA plays and Hall Council plays; has utilized various campus resources):

General Comments:

Overall Recommendation (CIRCLE ONE NUMBER):

5	4	3	2	1	NB
Strongly Recommend	Recommend with Reservations	Unsure	Strong Reservations	Do not Hire	No Basis to Judge

REFERENCE WRITER PLEASE PRINT YOUR NAME: _____

SIGNATURE: _____

POSITION/TITLE: _____





**OFFICE OF RESIDENCE LIFE
APPLICANT REFERENCE FORM**

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Is aware of BSU resources (knows the location of various campus resources; aware of campus issues; knows the difference between the Student Government Association and the Residence Hall Association; can articulate the complementary roles that RHA plays and Hall Council plays; has utilized various campus resources):

General Comments:

Overall Recommendation (CIRCLE ONE NUMBER):

5	4	3	2	1	NB
Strongly Recommend	Recommend with Reservations	Unsure	Strong Reservations	Do not Hire	No Basis to Judge

REFERENCE WRITER PLEASE PRINT YOUR NAME: _____

SIGNATURE: _____

POSITION/TITLE: _____





**OFFICE OF RESIDENCE LIFE
APPLICANT REFERENCE FORM**

APPLICANT'S NAME: _____

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Demonstrates maturity and is sense of responsibility (*is able to adapt or quickly recover from challenges; has a positive self-image; demonstrates a willingness to compromise; is able to articulate strengths and weaknesses; possesses the ability to complete tasks*):

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Is aware of BSU resources (*knows the location of various campus resources; aware of campus issues; knows the difference between the Student Government Association and the Residence Hall Association; can articulate the complementary roles that RHA plays and Hall Council plays; has utilized various campus resources*):

General Comments:

Overall Recommendation (CIRCLE ONE NUMBER):

5	4	3	2	1	NB
Strongly Recommend	Recommend with Reservations	Unsure	Strong Reservations	Do not Hire	No Basis to Judge

REFERENCE WRITER PLEASE PRINT YOUR NAME: _____

SIGNATURE: _____

POSITION/TITLE: _____

ORL JOB DESCRIPTIONS BELOW (RA)

RESIDENT ASSISTANT (RA) JOB DESCRIPTION

SUPERVISOR: Resident Director (RD)

DESCRIPTION: Resident Assistants (RAs) are paraprofessional staff of the Office of Residence Life (ORL). As student employees, they have the most direct and constant contact with residents. RAs assume primary responsibility for providing leadership, assistance and support to students living on campus.

The RA facilitates an atmosphere that supports experiences that include: developing a sense of community, academic achievement and personal growth. The position includes a variety of duties and responsibilities--many of which are spontaneous and undefined due to the nature of residence hall life. The RA articulates to residents the philosophy and policies of ORL and Bowie State University.

The general roles and responsibilities of the RA position are as follows:

Administration

1. Works during the opening and closing of the residence halls which includes arriving prior to the opening of school for staff training and staying after the halls clear front desk and bulletin boards.
2. Knows the procedures for opening and closing of the residence halls.
3. Assists the staff in completing, submitting and following up on all repairs, maintenance requests and room inventory reports (RCRs).
4. Maintains an accurate roster of residents residing on their floor(s); reporting immediately to the Resident Director any room changes, withdrawals, no shows, etc.
5. Documents and immediately reports, ALL inappropriate behavior that may occur in the residence hall by a resident or guest.
6. Provides desk and duty coverage as scheduled, during emergency situations and other designated times (*i.e., opening/closing, Homecoming, Unity Day, etc.*). Know all rules that apply to desk coverage. During emergency situations ALL staff is automatically on duty until the situation is over. Staff may be reassigned to other areas during emergency incidents.
7. Promotes an awareness and understanding of the mission and goals of the Office of Residence Life (ORL) by explaining residence hall policies, programs and staff duties to residents, parents, guests and faculty.
8. Reports all emergencies, illness and crises to the appropriate Residence Life staff member immediately.
9. Assists the staff in conducting building health and safety inspections by checking, then reporting all damages and improper sanitary conditions and policy infractions. Daily inspect common areas on the assigned floor. They should be looking for damage, missing inventory or other supplies that need to be replenished, *i.e. toilet paper, broom, mop.* etc.
10. Posts and disseminate approved information in an effective and timely fashion via flyers, posters, meetings, floor bulletin boards, etc.
11. Assists in communicating resident concerns and issues to the Resident Director, Assistant Directors, or the Director. Work constructively with staff to address the concern.
12. Prepares and submits reports and assignments by specified deadlines.

Peer Counselor and Referral Agent

1. Develops a working relationship with residents in their hall, giving priority to residents on their floor(s).
2. Serves as a mediator in resolving conflict between room or apartment mates and residents in general.
3. Is available to residents on a casual basis; facilitate contact and interaction between faculty, staff and residents.
4. Is knowledgeable of campus and community resources. Be available to refer residents to those resources when needed.
5. Is aware of individual resident goals, interests, abilities and potential for achievement. Be aware of resident attitudes and behavior patterns.
6. Assists residents in their educational, social and personal development.
7. Responds to personal and medical emergencies promptly. Follow up with residents who have a problem to determine if they need further assistance.

Community Facilitator

1. Informs residents of the policies and procedures governing ORL and the University as outlined in the Student Code of Conduct and the residence hall contract, resident handbook and the Christa McAuliffe lease. Knows the policies, rules, regulations and procedures and can explain the rationale for them
2. Serves as a positive role model by: *adhering to established rules and regulations; getting involved in Hall Council, the Residence Hall Association (RHA) and; participating in hall programs and activities facilitated by other ORL staff members.*
3. Is able to teach residents how to develop a respect for each other's rights and to respect personal and university property.
4. Is comfortable teaching residents how to appropriately confront inappropriate behaviors and community norms.

5. Develops a rapport with residents on their floor. This will necessitate visiting residents' rooms and discussing issues such as quiet hours, bathroom cleanliness, personal issues and general involvement on the floor and the building community.
6. Get residents to develop floor agreements that state expectations, agreed upon by all floor members.
7. Is able to be fair, consistent and equitable when confronting inappropriate behavior and resolving problems on the floor or in the building.
8. Promptly documents inappropriate behaviors, resident injuries and community problems via a Residence Life Incident Report.
9. Consults with the Resident Director to resolve repeated behaviors---particularly those potentially involving alcohol or drug abuse or psychological challenges.
10. Meets regularly with residents to find out what they like and not like about their floor and to get ideas for programs and activities.
11. Assists residents in getting to know one another by making introductions and stimulating conversations.
12. Assists the Resident Director with establishing the Hall Council.
13. Posts hours for when they will be available on their room door.
14. Plans programs and activities that foster interaction with residents living on different floors.

Resident and Staff Development

1. Assists the RD with identifying educational, cultural, social, recreational needs and interests of residents through 1-on-1 interactions, floor meetings, Hall Council meetings, surveys and questionnaires.
2. Assists in the development of a functional Hall Council and Residence Hall Council by encouraging residents run for the various open positions and participating in Hall Council meetings.
3. Serves as a resource person for the Hall Council; attend and actively support their activities.
4. Assists ORL in identifying potential applicants for Computer Lab Assistants, Desk Assistants and RAs.
5. Actively serves on ORL committees which plan department wide programs, Unity Day, Tribute to Scholars; RA Selection, RA Training, etc.
6. Actively supports staff in their programming efforts by taking groups of residents to programs in other halls.
7. Provides educational programs and encourage residents to plan and implement social activities.
8. Attends and actively participates in all staff development and training, weekly staff meetings, 1-on-1 meetings and monthly in-service sessions.
9. Develops personal and professional goals and objectives. Provide the RD with the progress and set backs of those goals and objects.
10. Meets 1-on-1 regularly with their Resident Director to discuss job performance, problems, concerns and appraises them of what is going on their floor. During that meeting, provide the Resident Director with constructive feedback on how they are doing.
11. Assists in the recruitment, selection and training of new staff.
12. Is a mature role model who openly demonstrates their integrity by adhering to University and residence hall policies and procedures.

RESIDENT ASSISTANT CONDITIONS OF EMPLOYMENT

This document is different from the Resident Assistant performance agreement or the job description because it outlines:

- a) the time period of employment*
- b) compensation package*
- c) eligibility requirements*
- d) how to be rehired*
- e) the process for being terminated from the position*

It is important that individuals read and understand these conditions before applying the position. Once hired, failing to adhere to these conditions will negatively impact a Resident Assistant's employment status. Resident Assistants will be required to sign a Resident Assistant performance agreement prior to being hired.

I. PERIOD OF EMPLOYMENT AND TIME COMMITMENT

- a. Resident Assistants (*RAs*) are employed for a period of **one academic year**, beginning in August and ending in May with an annual RA performance agreement. RAs with an annual performance agreement are required to work both the fall and spring semesters within that academic year. RAs hired for the spring will be hired with a mid-year RA performance agreement. Both groups will be able to apply to be rehired for the next **FULL** academic school year if they successful meet the terms of the RA performance agreement.
- b. During their time of employment, RAs must live in the residence halls.
- c. RAs hoping to be enrolled in more than **18 credit hours** per term, must get prior approval from the Assistant Director for Resident and Staff Initiatives
- d. Outside commitments, *i.e., resident teaching, internships, second jobs, sports teams, band, resident government, etc.*, must be approved by the Office of Residence Life prior to beginning employment. Additional employment or commitments will be limited to a maximum of 10 hours a week.
- e. During peak periods (*opening and closing of the halls*) RAs will be required to work additional hours.

- f. RAs must be available prior to and after the halls close to check residents in and out and to complete other administrative tasks related to those events.
- g. RAs assigned to CMRC are required to work during break periods since that residence hall remains open until May 30.
- h. RAs hoping to work for the Office of Residence Life over the summer will have apply for summer employment.

II. REMUNERATION

- a. Room and board costs will be paid by the Office of Residence Life each semester

III. TRAINING

RAs are required to attend the following activities:

- Fall and Spring training
- Monthly skill development in-service sessions
- RA Pre-service

IV. STAFF DUTY

- a. RAs are expected to be on duty during assigned weekdays and weekends. Duty coverage is 5 pm – Midnight at the building front desk and continues midnight - 8 am in their room.
- b. Additional duty assignments may be required at other times, *i.e. Homecoming, emergencies* and other special events.

V. POSITION EXPECTATIONS

- a. All RAs must fulfill job responsibilities as outlined in the RA performance agreement and communicated by their supervisor and either of the Assistant Directors.
- b. RAs are expected to attend and actively participate in all training sessions, in-service, weekly staff meetings and weekly 1-on-1 sessions with their supervisor.
- c. RAs must satisfactorily perform the general requirements of the position as documented in the RA performance agreement.
- d. RAs must abide by all policies of Bowie State University and the Office of Residence Life.
- e. Academic Standards:
 - RA applicants must have a minimum **2.5** term and cumulative grade point average (*GPA*) in order to be considered for a position.
 - Once hired, RAs must continue to maintain a minimum **2.5** term and cumulative grade point average for the term of their employment.
 - RAs must be enrolled as a full-time student (*taking a minimum of 12 credit hours and maximum of 16 credit hours each semester*).
 - The academic, financial and judicial standing of each RA will be checked by the department at the end of each semester.
 - RA must remain in good academic, financial and judicial standing throughout the selection process and maintain good academic standing throughout their term of employment.
- f. RAs are expected to support and participate in all recruitment and interview processes.

VI. OFFICE OF RESIDENCE LIFE RULES AND REGULATIONS

- a. RAs are expected to abide by all federal, state and local laws and the rules and regulations of Bowie State University and those of the Office of Residence Life, including, but not limited to, these publications: the *residence hall contract*, the *CMRC rules* and the *resident handbook*.

VII. REHIRE DECISIONS

- a. Rehire decisions are contingent upon satisfactory performance while employed and are based upon performance evaluations that are conducted two times within the academic year. Rehire decisions will be influenced by academic performance and disciplinary standing with the Office of Residence Life and the University.
- b. RA placement decisions are based on where their skills and talents will be most needed. Therefore, rehire decisions may include an RA being transferred from one residence hall to another.

VIII. TERMINATION AND RESIGNATIONS

- a. RAs may be terminated or placed on probation at any time due to failing to adhere to the stated conditions of employment or unsatisfactory performance of duties and responsibilities as outlined in the RA performance agreement.
- b. RAs that resign or are terminated will be ineligible to live in the residence hall where they were assigned at the time of termination.
- c. RAs that are terminated or resign from the position will be expected to move out of the designated staff room assignment within 48 hours of their resignation or termination. All subsequent costs paid as remuneration will be discontinued.
- d. RAs that plan to resign must provide their supervisor with a minimum of one weeks' notice.