



INDIANA UNIVERSITY
SOUTH BEND

OFFICE OF HOUSING AND STUDENT LIFE
SUMMER RESIDENT ASSISTANT APPLICATION
2019

Dear Summer Resident Assistant Applicant,

Thank you for your interest in the Summer Resident Assistant position within the Office of Housing and Student Life. We are excited that you would like to join our team and take on this rewarding opportunity.

Before applying, please ensure that you have read the position description in its entirety. Applicants must have a 2.5 GPA to be qualified for the position and remain in good judicial standing throughout the course of the summer. Additionally, applicants must have a schedule that is flexible enough to fulfill many responsibilities, which include weekday/weekend duty responsibilities, desk shifts, check-in/check-out days, staff meetings, orientation sessions, etc.

This packet includes everything that you will need to complete your application. Please review all of the materials thoroughly as you prepare. In addition, **you must submit a resume with your application**. Enclosed, you will find the following:

- Job Description
- Summer RA Important Dates (please note that dates are subject to change)
- Personal Information Sheet
- Reference Information Sheet
- Written Response Questions; must be typed and attached to the finished application

If you would like to apply for the Summer Resident Assistant position, please be aware that all materials are due to the Office of Housing and Student Life, Community Building front desk by **Thursday, March 28, 2019 no later than 12pm noon**. You are always welcome to turn in your application earlier.

In addition to the written application, all applicants must complete an individual interview. Please stop by the Community Building Front Desk and select an individual interview timeslot. Should you have any questions about the position or selection process, please do not hesitate to contact Residence Coordinator, Jacob Zell (jjzell@iusb.edu).

Thank you again for your interest in the Summer Resident Assistant position here at Indiana University South Bend. We wish you the best of luck throughout the process.

Sincerely,

Office of Housing and Student Life



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JOB DESCRIPTION

Work Location:

- IUSB River Crossing Housing

Compensation:

- Bi-weekly stipend, free bedroom in an on-campus apartment (please note that Summer RAs may be required to move buildings/rooms throughout the summer due to repairs/cleanings/renovations/departmental needs)

Hours:

- 10 hours per week of structured office hour, staff meetings, weekly one on ones', additional duty responsibilities at night and on weekends. (In total, approximately 20 hours per week)

Supervisors:

- Residence Coordinator or designee

General Duties:

- Staff buildings/houses at Indiana University South Bend, Housing and Residence Life housing facilities, hold community building hours to staff Community Building front desk and other tasks, assist in coordinating check-in/check-outs for summer students and any special conference groups, provide duty coverage during evening hours (5pm-8am) and weekend hours (24/7), attend weekly staff meetings and one on ones.

Detailed Duties:

- Attend all spring training sessions and additional meetings with summer staffs.
- Attend weekly staff meetings and one on ones.
- Provide customer service to all students/guests staying for the summer during both scheduled and non-scheduled hours.
- Report all maintenance concerns to supervisors in a timely fashion.
- Confront inappropriate behavior and document as needed. Notify residence coordinator or designee in a timely fashion of incidents and issues.
- Assist with check-ins/check-outs for students and any summer conference groups/guests.
- Carry out administrative responsibilities and work on projects/tasks as assigned.
- Provide approximately 2 hours of office coverage each weekday to carry out any administrative tasks as assigned by residence coordinator or designee.
- Maintain all administrative paperwork for buildings/houses including, but not limited to key agreements and apartment condition reports (ACRs).
- Participate in a rotating on-call duty schedule and conduct rounds of assigned areas.
- Carry out special projects like preparing bulletin boards/mailings, building preparation, etc.
- Assist with all other summer conference tasks as needed, including room inspections, key inventories, paperwork preparation, posting notices, delivering info to rooms, etc.
- Coordinate social programming for summer students throughout the summer months.
- Conduct Health and Safety Inspections of apartments.
- Provide administrative support to Residence Coordinator and Housing and Student Life Office staff.
- Other duties as assigned



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IMPORTANT DATES

March 2019

Thursday, March 21- Summer RA application due

Friday, March 22- Individual interviews; 30-minute timeslots available between 1pm-5pm (sign up at Community Building Front Desk)

April 2019

Friday, April 19- Summer RA First Meeting; time/location tbd

May 2019

Saturday, May 5- Summer RA position begins

Monday, May 6- Summer RA training

August 2019

Saturday, August 17- Summer RA position ends



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PERSONAL INFORMATION

Please write neatly or type your responses to the questions on this application.

Name: _____

Campus Address: *(Building/Apt & Room or Street Address)* _____

IUSB E-mail Address: _____

Permanent Address: _____ *(Street Address)*

_____ *(City, State, Zip)* _____ *(Cell Phone Number)*

Student ID Number: _____

Cumulative GPA: _____

Current Class Standing: FR SO JR SR

Honors student? Yes No

Major/Minor: _____

Number of Semesters lived on campus: _____

Have you ever been on academic probation? Yes No

If yes, please attach an explanation.

Have you been found responsible through the Office of Student Conduct? Yes No

If yes, please attach an explanation.

I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Housing and Student Life may choose to discuss my candidacy with other appropriate college officials as a means to further determine my suitability as a Summer Resident Assistant. I understand that the Office of Housing and Student Life will do a G.P.A and also check with the Office of Student Conduct to ensure that I meet the minimum requirements needed to be a Resident Assistant. **I have reviewed the Summer RA Position Description and any additional materials provided with this application and have a full understanding of the position requirements as outlined.**

Signature of Applicant

Date



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REFERENCES

REFERENCE INFORMATION:

Please provide the names of two individuals you have asked to serve as a reference for you. A Resident Assistant may be ONE of your references. We encourage you to use a supervisor, Indiana University South Bend professional staff member, or faculty member to complete the second reference. A current Housing professional staff member may not serve as your reference. Please do not ask friends, roommates, or family members to serve as a reference for you.

Reference #1: Name: _____
Email: _____
Phone Number: _____
Position/Relationship: _____

Reference #2: Name: _____
Email: _____
Phone Number: _____
Position/Relationship: _____



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WRITTEN RESPONSE QUESTIONS

Please attach a separate **TYPED** sheet of paper to this application with your responses to the following questions. We ask that you answer as completely and thoroughly as possible.

1. Why are you interested in the Summer Resident Assistant position?
2. What qualities and experiences would you bring that would enable you to be a positive contributor to the position and team?
3. What are your academic plans for the summer? If you plan to take summer courses, do you plan to take them during Summer Session I or Summer Session II?
4. According to standards set by Indiana University Bloomington, student staff are not allowed to work more than 29 hours/week between all campus jobs. Do you plan on working elsewhere on or off campus? If so, where and how many hours a week will you be working?
5. Do you have any obligations that would cause you to need extended time away from the position at any point during the summer (Vacation, Orientation Leader, etc.)?
6. Are you currently or have you ever been on any judicial sanction and/or academic probation? If so, please elaborate.

This application is due to the Office of Housing and Student Life Community Building front desk no later than Thursday, March 21, 2019 at 12noon.