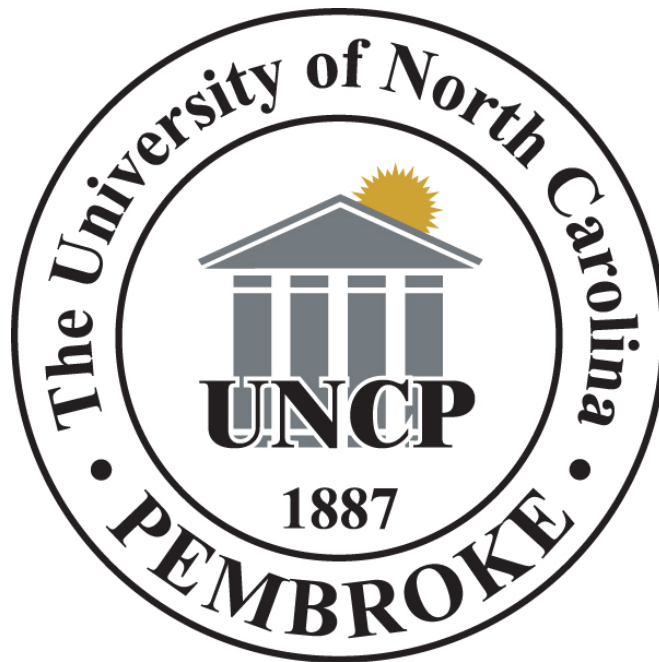


# Office of Housing & Residence Life



**Resident Advisor Application Packet**  
**Fall 2010**

# RESIDENT ADVISOR

## Applicant Information Sheet

### Fall 2010

- All applicants are required to attend 1 of 2 informational sessions scheduled on Wednesday November 10<sup>th</sup> at 10am in UC Annex 217 & 7pm in the Oak Hall Multipurpose Room.
- Applicants are also required to attend 1 of 2 mandatory ½ day RA educational workshops on Saturday for November 13<sup>th</sup> or Saturday November 20<sup>th</sup> from 8am -12pm in the Oak Hall Multi-purpose.
- All applicants are expected to participate in the RA “Shadow” program which gives the applicant an opportunity to follow an RA while on duty to get a feel for the RA position. Applicants must contact RAs (contact information will be provided) to arrange a time.
- RA interviews will be conducted beginning Monday, November 29<sup>th</sup> and are expected to conclude by Wednesday, December 1<sup>st</sup>. Qualified applicants will be contacted via telephone to schedule an interview.
- Please return completed application to the Office of Housing and Residence Life, located in UC Annex Suite 207 no later than **Friday, November 19<sup>th</sup> 2010 by 5pm.**
- Questions regarding the application process should be directed to Cynthia Redfearn, Associate Director of Residence Life, located in UC Annex Suite 207. Additional contact information: (910) 775-4131 or [cynthia.redfearn@uncp.edu](mailto:cynthia.redfearn@uncp.edu).

PLEASE RETAIN FOR YOUR INFORMATION

# **RESIDENT ADVISOR**

## **JOB DESCRIPTION**

### **PREFACE**

The Resident Advisor (RA) position at UNCP serves three vital functions. First and foremost, the RA serves as the initial point of contact between the residents and the Housing Office. As such, the attitudes of residents towards the university are often influenced by the conduct of the RA. Secondly, the RA provides the residents with someone that they can turn to in times of stress and crisis. In this regard, the RA will work closely with the Counseling and Testing Center to identify those students which may be at risk (i.e. social isolates, etc.). Thirdly, the RA is expected to lead by example and enforce the Code of Conduct established by the University, and serve as a role model.

### **EMPLOYMENT PROVISIONS AND EXPECTATIONS**

- Resident Advisors are compensated for their employment by a semester stipend of a minimum of \$1425 and a single room (when space is available) at the double room rate.
- Resident Advisors must maintain a cumulative grade point average of 2.2 and a semester GPA of 2.0. Resident Advisors whose cumulative GPA drops below a 2.2 and semester GPA below 2.0 will have one semester to raise their GPA back to the standard.
- Resident Advisors must remain in good social standing. Violations of residence hall or University policies may result in termination of employment.
- Performance of the responsibilities of the RA position should take precedence over other activities, except attendance at scheduled classes and required academic functions.
- Resident Advisors must reside full time in the room to which they are assigned.
- Prior to the end of each semester, the performance of a Resident Advisor will be evaluated by the Hall Supervisor.
- Upon resignation or termination, the former Resident Advisor will be reassigned to reside in another floor, suite or building.

### **MINIMUM REQUIREMENTS**

- Meet all requirements for residing on campus and be a current or past resident in a UNCP residence hall for one complete semester or two semesters as a Resident Advisor at a similar size or larger institution
- Be in good academic and social standing with the university
- Have a 2.2 cumulative GPA and a semester GPA of 2.0
- Be a 2<sup>nd</sup> semester Freshman, Sophomore, Junior or Senior
- Have leadership and/or counseling experience with students or youth groups

# **RESIDENT ADVISOR**

## **Duties and Responsibilities**

- Fundamental responsibilities include the concept of the role model, by being exemplary in levels of maturity, judgment, conduct and scholarship.
- Return to the campus approximately one week prior to the opening of the halls to participate in a training program and to be available for training for first-year and transfer orientation.
- Assist in the opening and closing of residence halls at vacation periods and at the beginning and end of each semester. Assist in supervision of the residence hall during the scheduled hours and other times to fulfill employment.
- Work schedule hours which typically include 2 to 3 nights per week and a rotating weekend schedule to be determined by the number of staff members for the facility. Schedule may be changed or modified at the discretion of the hall supervisor.
- Be available and visible throughout the day during scheduled duty hours with the exception of class, breakfast, lunch and dinner.
- When scheduled to work, return to your respective residence hall by 9pm for the night. RAs should plan to spend the majority of nights in the facility where they are assigned.
- Perform frequent walk-throughs of the building to identify maintenance concerns or problematic situations.
- Be thoroughly familiar with all university and residence hall regulations and make sure that the rights of students are protected and not abused by others.
- Know all residents in your residence hall area, making a special effort to know something about each as an individual. Learn strengths and weaknesses of students in hall.
- Assist the Hall Supervisor in implementing educational and social programs.
- Design and implement monthly bulletin boards and other passive programming concepts.
- Assist with problem solving, crisis-intervention and counseling in the hall.
- Encourage residents to discuss their concerns and within the limits of your competence, counsel and advise them. Be familiar with the various counseling and resource services on campus.
- Respond to emergencies as they arise in the facility according to designated procedures.
- Disseminate designated materials, information and policies to students.
- Distribute, collect and return applicable paperwork in accordance with established deadlines.
- Encourage community involvement and sharing of ideas and talents.
- Other duties as assigned.

# RESIDENT ADVISOR Application Form

(Please type or print legibly)

Name \_\_\_\_\_ Date \_\_\_\_\_

Student Banner I.D. Number \_\_\_\_\_ Classification \_\_\_\_\_

Campus P.O. Box # \_\_\_\_\_ Campus Phone # \_\_\_\_\_

Summer Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Major \_\_\_\_\_ Shirt Size \_\_\_\_\_

A. Do you currently have a cumulative GPA of 2.2 and semester GPA of 2.0 or above? \_\_\_\_ yes \_\_\_\_ no

B. Are you in good academic and social standing at UNC Pembroke? \_\_\_\_\_ yes \_\_\_\_\_ no

C. Are you presently in the UNCP work-study program? \_\_\_\_\_ yes \_\_\_\_\_ no

D. Which residence halls have you lived in at UNCP? \_\_\_\_\_

E. How many semesters (including present) have you lived in a residence hall at UNCP? \_\_\_\_\_

F. Will you be able to begin work as early as Friday, January 7, 2011? \_\_\_\_ yes \_\_\_\_ no

G. If selected as an RA, list in order of preference the two halls to which you would prefer to be assigned.

1. \_\_\_\_\_ 2. \_\_\_\_\_

H. Would you be willing to serve wherever you may be assigned? \_\_\_\_ yes \_\_\_\_ no

I. List the two people we can contact as references on your behalf:

1. \_\_\_\_\_  
Name

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Relationship

**I hereby certify that the above information is**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

# RA Shadow

Each RA applicant is required to “shadow” an RA for a day. Shadowing will consist of following an RA throughout the course of a regular duty day and will provide an opportunity for applicants to get a true sense of what is involved in the RA position. Please select an RA from the following list and contact them to schedule a time to shadow them.

RA applicants will have the opportunity to experience the following duties and responsibilities associated with the RA position.

Please check all that areas you participated:

<input type="checkbox"/>	Daily Rounds
<input type="checkbox"/>	Desk Duty
<input type="checkbox"/>	Program Development/Implementation
<input type="checkbox"/>	Bulletin Boards
<input type="checkbox"/>	Incident Documentation
<input type="checkbox"/>	Staff Meeting
<input type="checkbox"/>	Community Building
<input type="checkbox"/>	Training & Development
<input type="checkbox"/>	Lock Up
<input type="checkbox"/>	Other _____

Following your RA shadowing experience, please summarize your experience in the space below (use additional paper is necessary).

---



---



---



---



---



---



---



---



---



---

Applicant's Name: \_\_\_\_\_ Shadow Date: \_\_\_\_\_

RA Name: \_\_\_\_\_ Location: \_\_\_\_\_ / \_\_\_\_\_  
 Building Floor

## RA Applicant Informational/Workshop Verification Form

**Applicant's Name:** \_\_\_\_\_

To be considered for an RA position, candidates must attend 1 of 2 information sessions and 1 of 2 required ½ day RA Applicant educational workshops. Please use this sheet to identify which informational/workshop you have attended. All informational sessions will be conducted by UNCP Residence Life Staff or other university professionals. Below are the dates for the sessions. Please have the facilitator to sign on the line next to the sessions that you have attended. Present this form at the time of your schedule interview.

<b>Date</b>	<b>Session</b>	<b>Time</b>	<b>Location</b>	<b>Verified By</b>
November 10 <sup>th</sup>	Information Session	10am	Oak Hall Lounge	
November 10 <sup>th</sup>	Information Session (Repeat Session)	7pm	Oak Hall Lounge	
November 13 <sup>th</sup>	Educational Workshop	8am-12pm	Oak Hall Lounge	
November 20 <sup>th</sup>	Educational Workshop (Repeat Session)	8am-12pm	Oak Hall Lounge	

*Please present this form at the start of your scheduled interview.*

## HOUSING AND RESIDENCE LIFE STAFF 2009-10

Belk	221	Jovita Vereen	2 <sup>nd</sup> Floor	521-5363
Belk	321	Emily Myers	3 <sup>rd</sup> Floor	521-5147
Belk	421	Lauren Riddle	4 <sup>th</sup> Floor	521-5308
Belk	521	Kuristan Monroe	5 <sup>th</sup> Floor	521-5194
Belk	621	Cherelle Venable	6 <sup>th</sup> Floor	521-5104
North	221	Jennelle Grier	2 <sup>nd</sup> Floor	521-5422
North	321	Kimberly Nguyen	3 <sup>rd</sup> Floor	521-5405
North	421	Cassandra Krotz	4 <sup>th</sup> Floor	521-5423
North	521	Jordan Smink	5 <sup>th</sup> Floor	521-5201
North	621	Zephanie Short	6 <sup>th</sup> Floor	521-5416
Oak	108A	Ashley Thomas	1 <sup>st</sup> Floor	522-1809
Oak	203A	Danny Williams	2 <sup>nd</sup> Floor	522-1829
Oak	208A	Lindsay Green	2 <sup>nd</sup> Floor	522-1836
Oak	303A	Gerald Huges	3 <sup>rd</sup> Floor	522-1853
Oak	308A	Kijhanique Hunt	3 <sup>rd</sup> Floor	522-1860
Oak	403A	Boyce Friday	4 <sup>th</sup> Floor	522-1877
Oak	408A	Elizabeth Menzel	4 <sup>th</sup> Floor	522-1885
Pine	139D	Latif Darden	1 <sup>st</sup> Floor	521-5810
Pine	221A	Michael Smith	2 <sup>nd</sup> Floor	521-5833
Pine	232A	Deanna Barwick	2 <sup>nd</sup> Floor	521-5845
Pine	321A	Michael Walker	3 <sup>rd</sup> Floor	521-5887
Pine	332A	Jaquala Lyons	3 <sup>rd</sup> Floor	521-5899
Pine	421A	Adam Hughes	4 <sup>th</sup> Floor	521-5937
Pine	432A	Rijhanique Hunt	4 <sup>th</sup> Floor	521-5949
Village	423C	Brittany Milliken	RD	522-1525
Village	121C	Anthony Taylor	Building 1	522-5637
Village	221C	Alexandra Waston	Building 2	522-5673
Village	334C	Sharron Roberts	Building 3	521-5183
Village	421C	Jocielyn Roach	Building 4	522-1519
Village	512C	LaShondra Holder	Building 5	521-5445
Wellons	D-1	William Cantrell	RD	521-5150
Wellons	A-3	Marcus Brown	A, B & C	521-5029
Wellons	E-3	Clint Pugh	E, F, & G	521-5230
Wellons	J-3	Philip Cole	H, I, & J	521-5302
Wellons	L-3	Austin Money	K, L, M & N	521-5125
West	G-3	Matt Quales	RD	521-5370
West	L-11	Joshua Matthews	103-116, L-11 & A-2, A3	521-5103
West	135	Ryan Blackwell	123-136, L-12	521-5021
West	L-21	Isiah Jones	203-216, F-2,3 & G-1,2,3,4	521-5369
West	235	Keith Townsend	223-236, I-1,2,3, & H1,2,3,4	521-5373
West	L-31	Brandon Nichols	303-316, J-1, K-1,2,3,4 & L-31	521-5298
West	335	Kyle Collins	323-336, L-1,2,3,4 & M-1,2,3	521-5216
<b>Resident Administrators</b>				
	Lea Wasson		Belk Hall	521-6258
	Marshica Watson		North Hall	521-6248
	Lucy Hammonds		Pine Hall	775-4132 (office) 521-5975 (apartment)
	Ed Wittenberg		Oak Hall	775-4251 (office) 775-4250 (apartment)
	Jimmy Parker		University Village	775-4130 (office) 522-5604 (apartment)
	Marlon McPhatter		West/Wellons Hall	521-6775
<b>Receptionists</b>				
	Linda Lewis		Belk Hall	521-6555
	Tammy Little		North Hall	521-6556
	Joyce Chavis		Pine Hall	775-4302
	Lorie Pierce		Oak Hall	775-4252
<b>Administrative Support Specialist</b>				
	Carol Hunt		UC Annex	521-6228
<b>Administrative Support Associate</b>				
	Wanda Campbell		UC Annex	775-4253
<b>Associate Director for Residential Facilities</b>				
	David Burns		UC Annex	775-4255
<b>Associate Director for Residence Life</b>				
	Cynthia Redfearn		UC Annex	775-4131
<b>Director of Housing &amp; Residence Life</b>				
	Preston Swiney		UC Annex	775-4253