

CAMPUS TOWN

Resident Assistant Application 2019-2020

****Keep this sheet for your records

We are excited that you have decided to apply to be a Resident Assistant (RA). It is a unique opportunity to work with diverse groups of students and be actively involved on The College of New Jersey campus. Working in this community offers you the special chance to make an enormous and positive impact on the success of your fellow students!

Important Dates to Remember

Monday, November 26, 2018: RA Applications Available

Wednesday, December 5, 2018: RA Information Session – Building 700 – 1st Floor Lounge – 6:00 PM
Enter Stairwell next to TCNJ GYM Entrance
If you need elevator access, please contact us in advance: jnicolich@cocm.com

Thursday, December 6, 2018: RA Information Session – Building 700 – 1st Floor Lounge – 4:00 PM
Enter Stairwell next to TCNJ GYM Entrance
If you need elevator access, please contact us in advance: jnicolich@cocm.com

Friday, January 4, 2019: Completed Applications due **BY 5:00pm @**
The Campus Town Leasing Office or by email
Applications submitted by deadline will receive first review

Review Carefully:

All applications submitted by deadline will be guaranteed a review. Following review of applications, some applicants will be invited to participate in Group Process.

*****Group Process Interviews** will take place between Thursday, Jan. 31, 2019 and Sunday, Feb. 3, 2019

After Group Process, some applicants will be invited to Individual Interviews.

*****Individual Interviews** will take place between Tuesday, February 5, 2019 and Friday, February 8, 2019

Please note: Invites for Group Process Interviews will be emailed to applicants **selected** to move on to the next process. This same process will be followed for Individual Interviews.

Friday, February 8, 2019: Candidates informed of job offer status via email

Your **completed** application should contain:

- ✓ Application - enclosed
- ✓ Signed and completed Work History form - enclosed
- ✓ Short Essay Questions – enclosed
- ✓ Resume
- ✓ List of References

Please feel free to contact us if you have any questions. We are located in Building 600 – Suite 300 (behind Mexican Mariachi). You may also call or email us: 609-273-7925 or CampusTown@cocm.com.

Thank you for your interest and good luck!

CAMPUS TOWN

Resident Assistant Job Description Capstone On-Campus Management, LLC

****Keep this sheet for your records

Summary

A Resident Assistant is responsible for positively fostering a high-quality living and learning experience for residents. The Resident Assistant will complement a student's academic goals and personal growth by serving as a positive role model and resource.

RESPONSIBILITIES & EXPECTATIONS

Community Development

- Identify your residents and know where they live within first three weeks of the semester.
- Notify supervisor of roommate conflicts immediately and assist with roommate mediations / contracts.
- Be available to residents and maintain high level of visibility in the buildings.
- Encourage residents to take responsibility for incidents and events in the community.
- Maintain a positive floor community through open communication and programming.
- Identify and offer assistance to residents and colleagues on personal, academic, wellness, or other special issues.
- Respond and report behavior that is inappropriate / discriminatory / harassing in nature (racial, ethnic, religious, ability, gender, and/or sexual identity).

Safety and Security

- Be familiar with Campus Town's Lease Requirements, The College of New Jersey guidelines and policies and the Resident Assistant Manual.
- Interpret and enforce Campus Town regulations and policies.
- Learn and implement building-wide emergency response procedures.
- Invite and include TCNJ Campus Police officers in programming.
- Complete and submit Incident Reports immediately following an incident.
- Respond to situations needing attention
- Observe residents who identify emotional, relationship, psychological, academic or social problems. Intervene appropriately or report, as needed.

Programming

- Coordinate and complete at least four (4) programs per semester for your assigned building and assist with coordination of at least two (2) Campus Town Community Programs.
- Encourage and involve residents to develop and implement programs.
- Complete and submit a *Program Proposal* and flyer for program by given deadline.
- Purchase approval must be obtained in advance from supervisor.
- Evaluate and complete *Program Evaluation* within 24 hours of program completion.
- Submit programming receipts and Purchase Card to supervisor the day of purchase.

Facility Management

- Assist with room condition assessments prior to Move-In and after Move-Out.
- Encourage residents to complete Room Condition Reports following Check-In.
- Assist with the opening and closing of the buildings.
- Conduct health, safety and maintenance inspections as scheduled and follow-up accordingly.
- Report maintenance concerns for your floor and the buildings.

CAMPUS TOWN

Administrative

- Participate in training and administrative tasks which occur prior to classes beginning and after classes end.
- Maintain confidentiality. Informing your supervisor is not a breach of confidentiality and RAs are expected to keep their supervisors apprised of any potential problem.
- Compromising confidentiality could result in the immediate termination of employment.
- Perform administrative duties in a thorough and timely manner, including, but not limited to incident reports, occupancy reports, damage billing, surveys, and reporting of maintenance issues.
- Participate in RA selection, training, Open House, Homecoming and other events as assigned.
- Attend all in-services, meetings, and events as assigned. This will generally include bi-weekly meeting with supervisor and weekly staff meetings.
- Use Facebook and other on-line community groups in a befitting way to be a positive role model and student leader. Inappropriate comments, photos or posting could result in termination of Resident Assistant position.
- Consult with supervisor prior to discussing community related issues with the press (TCNJ, local or national).

Duty

- Staff coverage/duty will be required during academic calendar break periods (including holidays and extended time).
- Participate in on-call duty rotation (requires walking through all buildings) at various times of day.
- Use duty cell phone in professional manner and for business purposes only.
- Pick-up and return duty equipment at assigned times.

Requirements for employment

- Maintain a cumulative GPA of 2.5 prior to and during RA term.
- Maintain full-time enrollment and “good standing” with the college.
- May not hold additional employment exceeding 20 hours per week and must have supervisor approval. Supplemental employment must work around RA obligations.
- Maintain less than 18 credit hours (12 hours for grads) unless prior approval has been granted by supervisor.
- Sophomore class standing prior to commencement of RA term.
- **Must have completed 1 academic year at The College of New Jersey prior to commencement of employment**
- ****May not participate in an internship/student teaching without prior approval from supervisor.
- May not hold major office in student government without prior approval from supervisor.
- Perform other duties as assigned by supervisor.

Expectations

- Continuously build knowledge base and enhance skills.
- Respond promptly to resident’s needs, requests for service and assistance.
- Demonstrate accuracy and thoroughness.
- Show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Treat residents and colleagues with respect; work with integrity; uphold organizational values.
- Prioritize and plan work activities; use time efficiently and complete tasks on time.
- Manage competing demands; deal with frequent changes, delays or unexpected events.
- Be available and on time when required.
- Follow instructions, respond to management direction; ability to commit to additional work hours as needed.
- Volunteer readily; ask for and offer help when needed.
- Resident Assistants are expected to have a regular presence in their building weekdays/weekends, any time away for more than 24 hours should be coordinated in advance with supervisor
- RA Move In: Thursday, August 14, 2019 and RA Move Out: Sunday, May 24, 2020

Compensation

- Private Bedroom in 4 Bedroom Apartment - \$6,352.00 per semester, \$12,704.00 per academic yr.

CAMPUS TOWN

Resident Assistant Application - *Please type or print clearly in blue or black ink.*

Please complete and return the following to the Campus Town Leasing Office:

- Application, Work History Sheet, Reference Sheet, & Short Essays

Name:

Last

First

Middle

Permanent Address:

Permanent Phone/Cell Phone:

Email:

Class Status for 2019-2020 (Soph, Jr, Sr, Grad):

We will contact you through this address. Please check this regularly throughout the process.

Expected Graduation Date:

GPA (Cumulative):

2.5 GPA required for employment

Major:

Minor:

Are you required to do student teaching/internship during 2019/2020? (Y or N) _____ Which Semester _____

Are you an International Student (F1-Visa)? Will you need sponsorship if hired?

Which timeframe are you interested in applying to be hired as a Resident Assistant? (Please mark with X)

Fall 2019/Spring 2020 Only _____ Summer 2019 Only _____ Both _____

Do you anticipate having any commitments that may take time away from the RA position? If yes, explain:

Do you plan to hold a job during the next academic year? If yes, where? How many hours per week?

Are you involved in any activities and/or organizations on campus? If yes, please list and note any offices held.

Do you currently live in Campus Town or on TCNJ Campus? Which one? If not, please specify.

CAMPUS TOWN

Resident Assistant Application - Work History Form

Submit this page with your application.

Please attach a copy of a current resume detailing your employment, leadership experiences, and extracurricular activities.

I declare all information given is accurate and complete.

I have read and understand the Resident Assistant job description.

I give Capstone Management permission to verify with The College of New Jersey and any previous employer, my employment, grade point average and student conduct record.

Signed: _____ Date: _____

Print Name: _____

CAMPUS TOWN

Resident Assistant Application – Reference Information

Please type or print clearly in blue or black ink.

Submit this page with your application.

Please list the name, phone number, and email address of three people we can contact to discuss your potential performance as a Resident Assistant. One person must be a member of The College of New Jersey faculty or staff. Other appropriate people to list include: supervisors at off-campus jobs, clergy members, or any other person that has had contact with you in a professional or leadership fashion. You may not use family members as a reference.

Contact #1:

Name

Relationship to Applicant

Phone Number

Email Address

Contact #2:

Name

Relationship to Applicant

Phone Number

Email Address

Contact #3:

Name

Relationship to Applicant

Phone Number

Email Address

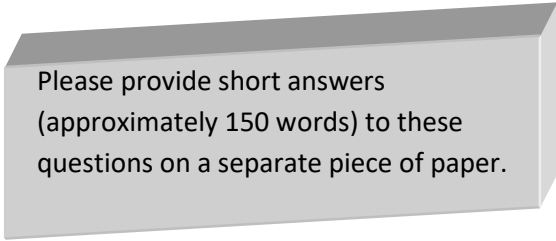
CAMPUS TOWN

Resident Assistant Application – Short Essay Questions

Submit this page with your application. *Please type on a separate piece of paper*

Below are questions that will help us get to know you better. Please provide short answers (approximately 150 words) to these questions on a **separate piece of paper**. Answers should be well thought out and honest.

1. How would you describe a Resident Assistant to a parent?
2. Define an apartment style college community and how you believe an RA can impact the community.
3. If hired, what goals would you set for yourself and your community (floor and larger Campus Town community)? How will you complete these goals?
4. What issues do you think sophomore and upper-class students will face living at Campus Town? How will you bring awareness and conquer these issues?
5. What have you learned from your experience through college up until this point? What do you hope to gain from your RA experience?



Please provide short answers (approximately 150 words) to these questions on a separate piece of paper.

REMINDER: Return the following to Campus Town Leasing Office:

- Application, Work History Sheet, Reference Sheet, & Short Essays