

CAMPUS TOWN

Resident Assistant Application 2022-2023

******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

October 2021: RA applications available on our website

Wednesday, November 3, 2021: Completed Applications due **BY 4:00pm.**

The Campus Town Leasing Office is located 600 Campus Town Drive – Suite 300 (behind Yummy Sushi) or by email to mhoward@campustowntcnj.com

Applications submitted by the deadline will receive the first review .

Review Carefully:

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

*****Group Process Interviews** will take place between Thursday, December 2nd and Saturday, December 4th. Individuals invited to participate in Group Process Interview will receive more information via email.

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

*****Individual Interviews** may take place prior to Fall 2021 finals or during the 1st and 2nd week of Spring 2022 Semester. Applicants selected to move on in the process will be notified via email of the timeline for interviews.

Please note: Important Detail about the start of RA Training and when RA Move Out takes place:

- RA Move-in: Thursday, August 18th, 2022 and RA Move Out: May 20th, 2023

It is important to understand that RA training cannot be missed for any reason such as (work, doctors' appointment, completing test required for academics, taking MCATS/LSATS/etc.), including RA move-in and RA move-out.

Job Offers: Candidates informed of job offer status via email, this will take place prior to Mid-February 2023.

Additional information will be shared as a candidate progresses through the selection process.

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 mhoward@campustowntcnj.com

Thank you for your interest and good luck!

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Resident Assistant Job Description

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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 the first three weeks of the semester.
- Notify supervisor of roommate conflicts immediately and assist with roommate mediations/contracts.
- Be available to residents and maintain a 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 and/or 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 a program by a given deadline.
- Purchase approval must be obtained in advance from the supervisor.
- Evaluate and complete *Program Evaluation* within 24 hours of program completion.
- Submit programming receipts and Purchase Card to the supervisor on the day of purchase.

Facility Management

- Assist with room condition assessments prior to **Move-In Thursday, August 18th, 2022 and after Move-Out, Saturday, May 20th, 2023**
- 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.

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- Report maintenance concerns for your floor and the buildings.

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 meetings with the supervisor and weekly staff meetings.
- Use Facebook and other online community groups in a befitting way to be a positive role model and a 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). One RA on duty Sunday-Thursday; Two RAs on duty Friday and Saturday (subject to change).**
- Participate in on-call duty rotation (requires walking through all buildings) **doing rounds between 7:00 pm-1:00 am.**
- Use duty cell phones in a professional manner and for business purposes only.
- Pick-up and return duty equipment at assigned times.
- Provide additional office hour coverage between 9 am-5 pm: About 3-4 hours per week per RA.
- Be present for desk hours from 5-7 pm on-call nights.
- Provide coverage in the office for package pickups on Saturday from 12-2 pm. Sunday TBD

Requirements for employment

- Maintain a cumulative GPA of 2.5 prior to and during RA term- RAs will provide unofficial transcript copies to their supervisor at the beginning of each semester.
- 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.
- ****RA Office Hours and On-Call Shifts are 1st priority after scheduled classes.** Maintain less than 18 credit hours (12 hours for grads) unless prior approval has been granted by the 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 full-time internship/student teaching.**
- May not hold a major office in student government without prior approval from supervisor.
- Perform other duties as assigned by supervisor.

Expectations

- Continuously build a 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.

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- Manage competing demands and priorities, 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 18, 2022, and RA Move Out: Saturday, May 20, 2023, at noon.

Compensation

- Private Bedroom in 4 Bedroom Apartment - \$7,100.00 per semester, \$14,200.00 per academic year
Fall 2022/ Spring 2023 Rates.
- Any job offer is conditional upon passing a drug test & a satisfactory background check.
- RA training is mandatory- DO NOT schedule any vacation, exams/classes, doctors' appointment, GREs/ LSATS/ etc.
- Your apartment/room assignment is based on your employment as a Resident Assistant in good standing. If you are terminated or resign from the RA position you will no longer be able to reside in the RA apartment. You will need to select alternate housing.

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 2022 - 2023 (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 2022/2023? (Y or N) _____ Which Semester _____

(Please note that you are permitted to student teach and have an internship of no more than 20 hours a week.

We recommend you re-consider applying for the RA position while either student teaching or working an internship, as each RA is responsible for completing 4 office hours during our 9 am-5 pm leasing hours. As well as having front desk shift beginning at 5 pm until 7 pm). When on-call M-F, your shift starts at 5pm.

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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 2022/Spring 2023 _____ Summer 2023 _____ Both _____

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

Reminder that the RA responsibilities come before any jobs responsibilities but after academics:

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

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

Do you currently live in Campus Town? If not, please specify.

I declare all information given is accurate and complete.

I have read and understand the Resident Assistant job description.

I give Campus Town/The PRC Group 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: _____

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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. Appropriate people to list include: supervisors at on or 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

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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 or email to mhoward@campustowntcnj.com

Application, Resume, Reference Sheet, & Short Essay

Resident Assistant Application - Resume

Submit this page with your application.

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