



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

DEPARTMENT OF HOUSING AND RESIDENCE LIFE

**APPLICATION PACKET**

SEEKING RESIDENT ASSISTANT AND ACADEMIC PEER ADVOCATE APPLICANTS

***This packet includes:***

- Department Mission and Philosophy
- Themed Communities
- Frequently Asked Questions
- Academic Peer Advocate Job Description
- Resident Assistant Job Description
- Residence Life Team Job Application
- Preference Sheet
- Two Candidate Recommendation Forms

***Timeline:***

Applications will be available starting **Tuesday, January 15<sup>th</sup>, 2013** in the Residence Life Office and online at

<http://www.bellarmino.edu/studentaffairs/residence/resemployment.aspx>

***RA and APA Interest Sessions and Interview Workshops:***

Sunday, January 27 <sup>th</sup>	7:00pm	Quarto Lobby
Tuesday, January 29 <sup>th</sup>	7:00pm	Kennedy/Newman Lobby
Monday, February 4 <sup>th</sup>	7:00pm	Siena Primo Lobby
Wednesday, February 6 <sup>th</sup>	7:00pm	Petrik Lobby

Those interested in either position are **highly** encouraged to attend a session to learn more about the positions and ask questions of the process.

If you are interested in applying for either/both the Academic Peer Advocate and Resident Assistant position, please return ONE completed Residence Life Team Job Application and two completed Candidate Recommendation Forms to:

Hannah Piechowski, Assistant Director of Housing and Residence Life  
Residence Life Office  
Petrik Hall  
2001 Newburg Rd  
Louisville, KY 40205

**by Friday, February 8<sup>th</sup>, 2013 at 5:00pm.**

Late and incomplete applications will NOT be considered.

You will be contacted via e-mail on **Wednesday, February 13<sup>th</sup>** by Hannah Piechowski if selected to participate in the interview process. To be considered for either position, you must participate in both the group and individual interviews. Group Interviews will take place **Friday, February 22<sup>nd</sup>** evening. Individual Interviews will take place **Saturday, February 23<sup>rd</sup>**, all day. You will identify your preferences for interview times in the application. If you have any questions, please contact Hannah Piechowski at [hpiechowski@bellarmine.edu](mailto:hpiechowski@bellarmine.edu) or (502) 272-7275.

---

## **Housing and Residence Life Mission**

The Mission of the Department of Housing and Residence Life is to support the mission of the Division of Student Affairs by providing a living-learning environment for students that supports their academic endeavors and fosters the growth of the whole person. Housing & Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the halls.

## **Philosophy of Housing and Residence Life**

The Department of Housing and Residence Life provides living facilities that are designed to enhance the student's pursuit of an education. The residential environment should also promote students' social, cultural, personal, intellectual, spiritual, emotional, and occupational growth. Much of the maturation of college-age students takes place as a result of the independence inherent in the residential experience. It is expected that residents learn the value of responsibility to themselves and the community in which they live.

## **Residential Learning Communities**

### ***Galileo Learning Community:***

A Living Learning Community is an exciting and engaging way to experience college, allowing students to mesh their academic experiences with their daily lives. Students learn and live together, benefiting from each other's support and closer relationships with faculty and upperclassmen mentors. The Galileo Learning Community at Bellarmine University, is a program for 100 first-year residents and commuters. They support each other in exploring the themes of mind, body and spirit. This close-knit environment allows students to make personal connections more smoothly. Newman Hall is a traditional residence hall accommodating 119 men and women. Students often prefer living in Newman because of its community atmosphere that enhances social interaction and group study. Two floors of the hall are reserved for the Galileo Learning Community.

The Resident Assistants and Academic Peer Advocates for these floors should be interested in the Living Learning Community and the theme of "Mind, Body, Spirit". If you are interested in working with this community, please make note on the preference sheet and submit it with your application.

### ***Honors Program Floor:***

The Bellarmine University Honors Program offers undergraduates the opportunity to challenge themselves academically in small seminar classes and to enrich their learning both inside and outside the classroom, culminating with the Senior Honors Thesis. The program features an enhanced track of seminar courses and provides in-depth research opportunities across the disciplines. As well as valuable credential on one's permanent academic record, an Honors education provides ideal preparation for graduate and professional pursuits. The program is open to qualified, motivated students of all majors.

The Resident Assistants and Academic Peer Advocate for the floors housing residents in the Honors Program should be interested in or active members of the Honors Program. If you

are interested in working with this community, please make note on the preference sheet and submit it with your application.

***Eureka Learning Community:***

Starting from Fall 2013, all Bellarmine students majoring in Physics, Chemistry, Mathematics, Computer Science and Computer Engineering can be part of the new exciting Eureka Learning Community. Incoming NSF-STEM Scholarship recipients will reside together in Sienna Quatro starting in Fall 2013. The Scholarship recipients will have a unique opportunity to be part of a new collaborative learning community and can bond with the other scholars. All NSF-STEM scholars will receive strong academic support and counseling, faculty and peer-tutoring, group study sessions, research opportunities with faculty, and other out-of-class experiences. All NSF-STEM scholars will be closely monitored, mentored and advised throughout their college years by a designated faculty in their respective major to ensure satisfactory performance and successful completion of degree in four years from Bellarmine University. To increase the career prospects of scholars to enter high-tech workforce after graduation, the Office of Career Development and Counseling will provide the following services to all scholars: career counseling & advising, internship opportunities and job placement, on-campus job fairs with local/regional employers; professional development workshop on resume development, job search strategies, and interview skills.

The Resident Assistants and Academic Peer Advocate for the floors housing residents in this program should have an interest in STEM fields. If you are interested in working with this community, please make note on the preference sheet and submit it with your application.

***Browns Leadership Community:***

The Brown Leadership Community (BLC) is a two-year program for first and second year students (residential and commuter) of any major that develops and integrates leadership, civic engagement, and critical thinking skills of young men and women by addressing the benefits, responsibilities, and opportunities for leadership and service. Social justice is the bedrock upon which the Brown Leadership Community is grounded as exemplified by Bellarmine University's mission to "develop the intellectual, moral, ethical, and professional competencies for successful living, work, leadership, and service to others." As community members progress through the classes and co-curricular activities, they develop an understanding of these challenges and opportunities, first at the Bellarmine community level, then within the Louisville community, and on to the world community.

The Resident Assistants and Academic Peer Advocate for the floors housing residents in this program should have an interest in Leadership and Civic Engagement. If you are interested in working with this community, please make note on the preference sheet and submit it with your application.

## ***Frequently Asked Questions***

### **What are the benefits of the RA and APA positions?**

Academic Peer Advocates' remuneration includes single/double room in the First Year Experience area during the tenure of the position and a stipend of \$500 paid per semester upon successful completion of set expectations. Academic Peer Advocates are required to purchase a board plan through Sodexo Food Service.

Resident Assistants receive a free single room in their placement area, the 10 meal per week meal plan, and a \$90 taxed monthly stipend paid 8 months of the year.

### **Will being a RA or APA impact my Financial Aid Package?**

Typically, being an Academic Peer Advocate and Resident Assistant does not impact your financial aid package adversely. Every student's financial package is unique, so you are strongly encouraged to speak with the Financial Aid Office before accepting a position. They can be contacted at (502) 272.7300.

### **I'm currently a First-Year Student. Can I apply?**

Yes! We are accepting applications from all students who have completed their first full year of college.

### **Which building can I be a RA or APA in?**

Academic Peer Advocates work in buildings housing freshmen: Kennedy, Newman, Primo and Secondo. Resident Assistants work in all buildings: Kennedy, Newman, Petrik, Anniversary, Primo, Secondo, Terzo, and Quarto.

### **How can I better prepare for the interviews?**

There are many things you can do to prepare! Here are some suggestions:

- Speak with current APAs and RAs to learn more about their experiences.
- Meet with your Building Director and ask about way to get involved in your residence hall.
- Have conversations with your family, friends, and past supervisors about your strengths and weaknesses. This will help you have a better understanding of your abilities.
- Set up a mock interview with a peer or professor, and ask them for feedback on your interview skills afterwards.
- Attend the Career Center Interview Workshop.
- Attend RA and APA Interest Sessions.

### **Can I have a job or leadership position in addition to being a RA or APA?**

Yes, as long as you are able to balance these activities with your academics and the Residence Life position. Academics come first, the APA or RA position comes second, and all other involvements are third. All APAs and RAs are only permitted 10 hours of work or internship a week outside of their position. We recognize that as a student leader, you wear many hats including involvement in student organizations, internships, research, working a part-time job, etc. At the end of the day, it's about determining how much you can balance without impacting your academics or your commitment to Residence Life.

### **I was found responsible for a policy violation in the past. Can I still apply?**

We believe that your experiences make you who you are. We have all made a bad decision from time to time. As long as you're not currently on any type of probation, you are considered in good standing and are able to apply. The key to your past is that you were able to learn from the experience and make positive changes.

**How many people will be hired? Are there alternate positions?**

The total number of applicants hired depends on the number of current APAs and RAs returning for the spring. There are currently 13 APAs and 26 RAs. We typically hire a new staff to fill about half of those positions. We will select a few alternate candidates, who may be tapped if a position opens up over the summer or mid-year.

**What is a typical week like for a RA or APA?**

While there is no typical week for an APA or RA, the following are components of each week:

- Office Hours – all APAs and RAs hold 10 office hours on their floor and in their room weekly.
- Staff Meetings – RAs meet with their building staff weekly. APAs meet with the APA staff and Assistant Director every other week.
- One on Ones – RAs meet with their supervisor every other week for information sharing and development. APAs meet with the Assistant Director of Housing and Residence Life and a representative from the Academic Resource Center every other week.
- Community Building Activities – A large part of the APA and RA responsibilities is to build community on your floor, and at the heart of this is programming or hosting events. This is a fun part of the job, but takes planning and is a time commitment. Both positions require monthly floor and building wide programming that follows the BU SUCCESS model or mentality.
- Desk and Duty – An RA is on duty every night in each building at the desk, and on-call over the weekends. This responsibility is shared among all RAs. While on duty, RAs are required to remain in the building and regularly walk through each floor of the building, greet residents, build community, and respond to crisis situations. Amount of desk and duty responsibilities depend on how many RAs work in a particular building.

**What are important dates I need to remember?**

January 15 <sup>th</sup>		Applications Available
January 27 <sup>th</sup>	7:00pm	Interest Session: Quarto Lobby
January 29 <sup>th</sup>	7:00pm	Interest Session: Kennedy/Newman Lobby
February 4 <sup>th</sup>	7:00pm	Interest Session: Siena Primo Lobby
February 6 <sup>th</sup>	7:00pm	Interest Session: Petrik Lobby
February 8 <sup>th</sup>	5:00pm	Completed Applications Due
February 13 <sup>th</sup>		Invitations to Interview Process
February 22 <sup>nd</sup>	Evening	Group Interviews
February 23 <sup>rd</sup>	All Day	Individual Interviews
March 13 <sup>th</sup>		Positions Offered

**What are the major differences between Academic Peer Advocate and Resident Assistant job responsibilities?**

	<b>RA</b>	<b>APA</b>
Is held to a high standard of role modeling.	x	x
Must demonstrate good study habits.	x	x
Must connect one on one with residents.	x	x
Required to post and be available during regular office hours.		x
Will work a front desk and be on duty.	x	
Must ask supervisors permission to sleep outside of building.	x	x
Will work closely with the Academic Resource Center.		x
Must meet in a biweekly/monthly one-on-one meeting with supervisor.	x	x
Will create regular message campaigns, using a variety of mediums.		x
Must attend and participate in a weekly staff meeting.	x	x
Must enforce policy.	x	
Must have excellent time management skills.	x	x
Will mediate roommate issues.	x	
Will focus on the academic transition to college.		x
Will help report maintenance concerns.	x	
Will encounter and help students experiencing crises.	x	x
Is expected to handle highly confidential material professionally.	x	x
Will do key-ins.	x	
Will prepare bulletin boards.	x	x
Will help form study groups in our halls.		x
Will help students connect with resources.	x	x
Will encounter the unexpected.	x	x
Will be responsible for regular written reports.	x	x
Will be required to attend training in-services throughout the semester.	x	x
Will respond in emergencies.	x	
Will be required to assist Res Life in emergencies like power outages.	x	x
Will participate in training in August.	x	x
Will be essential to move-in day for first year students	x	x
Will return to campus early in January for training.	x	x
Compensation includes a free room.	x	x
Compensation includes a meal plan.	x	
Compensation includes a monthly \$90 stipend.	x	
Compensation includes a semester \$500 stipend		x
Will report to a Building Director.	x	
Will report to the Assistant Director of Residence Life.		x



## **Department of Housing and Residence Life**

# **Academic Peer Advocate Job Description**

### **Housing and Residence Life Mission**

The Mission of the Department of Housing and Residence Life is to support the mission of the Division of Student Affairs by providing a living-learning environment for students that supports their academic endeavors and fosters the growth of the whole person. Housing & Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the

### **Philosophy of Housing and Residence Life**

The Department of Housing and Residence Life provides living facilities that are designed to enhance the student's pursuit of an education. The residential environment should also promote students' social, cultural, personal, intellectual, spiritual, emotional, and occupational growth. Much of the maturation of college-age students takes place as a result of the independence inherent in the residential experience. It is expected that residents learn the value of responsibility to themselves and the community in which they live.

### **Qualifications and Conditions for Resident Assistants:**

1. Be in and maintain good academic standing (2.75 cumulative GPA).
2. Be in and maintain good student conduct standing.
3. A record of demonstrated leadership ability through active participation in formal and informal community or campus organizations.
4. Successful completion of the interview process.

### **ACADEMIC PEER ADVOCATE POSITION INFORMATION**

The Academic Peer Advocate is a student whose responsibility focuses on helping first year students in their academic transition to Bellarmine University. S/he is a part-time staff member in the Department of Residence Life. The primary role of the Academic Peer Advocate is to support, facilitate, and promote academic excellence and achievement. Academic Peer Advocates are selected because of their knowledge about the university, their own academic success and ability to role model academic achievement, their concern and sensitivity to others, and their predicted ability to grow during their commitment as an Academic Peer Advocate.

## **ACADEMIC PEER ADVOCATE JOB EXPECTATIONS**

These are minimum responsibilities for which Academic Peer Advocates are accountable. The Assistant Director of Residence Life may give additional specific expectations based on hall-specific needs (i.e. theme housing assignments).

1. Be a positive role model for students and other staff to observe, both on and off campus.
2. Support, abide by, and carry out the policies of the University.
3. Serve as a liaison to residents, staff and faculty in promoting the academic mission of the university for First Year residents.
4. Maintain a 2.75 cumulative grade point average and minimum 2.5 semester grade point average over the tenure of the position. Carry a minimum of 12 hours (any deviation needs to be approved by your supervisor, the Assistant Director of Residence Life).
5. A semester grade point average below 2.5 may result in removal from the Academic Peer Advocate position. Two consecutive semesters of a grade point average below 2.0 without improvement may result in termination.
6. Maintain a standing of good conduct with the University.
7. Develop and implement programmatic initiatives that support the academic mission of the university for the First Year Experience Program.
8. Serve as an active mentor for first year students participating in the First Year Experience Program.
9. Exhibit a commitment to satisfying the job expectations through appropriate time management.
10. Attend weekly staff meetings and participate in regularly scheduled meetings with supervisor.
11. Assist in the planning and implementation of APA programs.
12. Be consistent in dealing with residents.
13. Maintain constant and open communication with fellow staff and supervisors, including giving and receiving feedback. Check your mailbox daily. Strive for good relations with all Residence Life and other university staff. Express criticism through proper channels.
14. Maintain 10 posted floor "office" hours per week.
15. Notify direct supervisor of any outside commitments. Any additions or changes must be submitted in writing prior to engaging in the commitment.
16. Develop and foster faculty/staff/student contact.
17. Submit resident interaction reports, as well as other reports requested by Residence Life staff.
18. Support and encourage the use of the resources available in the First Year Experience area.
19. Be an active participant in floor meetings that are conducted by Resident Assistants. In addition, hold periodic floor meetings independently or in conjunction with the Resident Assistant to address academic needs of the floor.
20. Serve as a liaison for designated hall floors. In that capacity, assist with building community and meeting with students in a group and individual settings. Act as referral agent for all Residence Life staff.

21. Work collaboratively with other Residence Life staff members (Resident Assistants, Residence Life Coordinators, etc.) to foster and maintain an educational and open environment in the residence halls.
22. Actively participate in all Academic Peer Advocate staff training and development opportunities to assist in the advancement of the First Year Experience Program. Attend and participate in Fall Semester and Spring Semester workshops, all staff meetings and in-services unless excused. If you need to be excused, please notify a Professional Staff Member at least 48 hours in advance (excluding emergencies) in writing.
23. Carry out administrative functions in a responsible and timely manner.
24. Reside in a First Year Experience area during the tenure of the position.
25. Receive satisfactory job performance evaluations each semester.
26. Seek advance approval from supervisor if you will be staying away from campus overnight for more than 2 consecutive nights.
27. Other responsibilities as needed or assigned.

### **Evaluation**

Evaluation of staff is an on-going process. Resident Assistants are encouraged to consult with the Residence Life Staff on a regular basis regarding their performance. A written and verbal formal evaluation is conducted mid-semester. Rehiring is contingent upon satisfactory performance and a rehire interview. The Director and Assistant Director reserve the right to terminate the Resident Assistant's employment at any time during the year, when the performance of the RA is judged inadequate or contrary to reasonable expectation.

### **Remuneration**

Remuneration includes single/double room in the First Year Experience area during the tenure of the position and a stipend of \$500 paid per semester upon successful completion of set expectations. Academic Peer Advocates are required to purchase a board plan through Sodexo.



**Department of Housing and Residence Life**  
**Resident Assistant Job Description**

**Housing and Residence Life Mission**

The Mission of the Department of Housing and Residence Life is to support the mission of the Division of Student Affairs by providing a living-learning environment for students that supports their academic endeavors and fosters the growth of the whole person. Housing & Residence Life promotes student development by encouraging the student to live cooperatively in community, demonstrating good citizenship and character, and to become involved in the activities and leadership opportunities in the

**Philosophy of Housing and Residence Life**

The Department of Housing and Residence Life provides living facilities that are designed to enhance the student's pursuit of an education. The residential environment should also promote students' social, cultural, personal, intellectual, spiritual, emotional, and occupational growth. Much of the maturation of college-age students takes place as a result of the independence inherent in the residential experience. It is expected that residents learn the value of responsibility to themselves and the community in which they live.

**Qualifications and Conditions for Resident Assistants:**

1. Be in and maintain good academic standing (2.5 cumulative GPA).
2. Be in and maintain good student conduct standing.
3. A record of demonstrated leadership ability through active participation in formal and informal community or campus organizations.
4. Successful completion of the interview process.

The Resident Assistant (RA) is the University representative in the living group, which includes broad responsibilities extending into all aspects of the student's physical, social, educational, and emotional well-being. The RA experience provides many opportunities to orient students to University life, to aid in their emotional and academic adjustment, to develop certain social skills, and to make residence hall living an integral part of the out-of-class learning experience. Resident Assistants are expected to show initiative and responsibility in fulfilling the following roles:

- 1. Student.** The Resident Assistant is expected to adequately balance responsibilities as a student and as a Residence Life staff member. It is important to maintain satisfactory academic progress as a staff member.

  - a. Maintain a 2.5 cumulative GPA.
  - b. Be an academic role model by attending classes.
  - c. Promote a positive living environment for the pursuit of academic endeavors.
  
- 2. Role Model.** The Resident Assistant is an extremely visible leader on the campus and as such is expected to be a positive role model for students while on campus and off campus. A Resident Assistant will be expected to be a role model and help students to understand the limits and guidelines as stated in the University student Handbook and Guide to Residential Living. Resident Assistants will confront and document students who choose not to abide by those established policies, procedures, and standards.

  - a. Focus on the positive, and exhibit a caring and optimistic attitude.
  - b. Adhere to the Internet and Alcohol Agreement.
  - c. Act as a strong role model both academic and personal behavior for the residents in addition to the Bellarmine community
  - d. Make decisions in an objective and fair manner, not allowing favoritism to enter into judgment with residents.
  - e. Promote staff unity and harmony. This includes maturely expressing and resolving conflicts.
  
- 3. Counselor.** The Resident Assistant establishes and maintains a relationship with each resident in his/her area. He/she is to advise students within the limits of his/her capabilities in academic, social, personal, and financial matters. The RA should be aware of student problems and concerns including adjustment, homesickness, roommate conflict, etc., and be interested in student goals and values. The RA should be sensitive to his/her students to recognize potential areas of concern and address them appropriately.

  - a. Develop an open, personal relationship with each community member.
  - b. Strive to be available to talk with residents about concerns, interests, and needs. Visits all students' rooms/apartments in their wing at least once a week.
  - c. Available a minimum of two hours (between 6pm-1am) at least 4 nights per week, including one weekend per month.
  - d. May work a job outside of the RA position up to 10 hours per week (including work study or internship). Additional hours must be approved in advance by supervisor.
  - e. Strive to build an inclusive community and foster relationships through the awareness and appreciation of differences and diversity concerns.
  - f. Appropriately maintains confidentiality with residents while working in coordination with the supervisor.
  - g. Appropriately refers students to Building Director, Residence Life Professional Staff, and other necessary campus resources.

- h. Know and understand the rationale for, and abides by university, residence life, state, and federal regulations.
  - i. Communicate policies and their rationale to residents, and establishes behavioral expectations accordingly.
  - j. Consistently confronts inappropriate behavior and documents these confrontations within 24 hours to the supervising Building Director
  - k. Understand the importance of confidentiality and works to ensure all matters are kept confidential.
4. **Community Builder.** The RA will follow a programming model that will foster student development in the residential area, thereby involving students in the ongoing development of the community.
- a. Provide consistent educational, cultural and social active and passive programs for residents.
  - b. Work with students and staff to identify interests and needs. Plans programs at the hall and floor level in response to those interests and needs.
  - c. Attend and encourages residents' participation in community and campus events
  - d. Assist with building hall council as determined by supervisor. This may include attending meetings, co-sponsoring programs, assisting in the development of floor representatives, and positively communicating with residents about the Residence Hall Association.
5. **Administrator.** The Resident Assistant fosters an atmosphere that is conducive to study and assists students in the development of community living standards. The RA must be familiar with campus policies and procedures as stated in the University Student Handbook and Guide to Residential living, and direct students to the proper University office or official as necessary. Additionally, an RA must complete required paperwork related to student needs and issues by his/her supervisor.
- a. Open communication is the key to being successful. The Resident Assistant shall work to maintain open communication between the student, the staff, and the University. Responsible for all assigned keys.
  - b. Complete all assignments thoroughly, accurately, and on time.
  - c. Report all maintenance and housekeeping concerns to supervisor.
  - d. Assist RLO in the student staff selection and housing selection process.
  - e. Assist RLO with various administrative tasks, such as staff feedback, room inspections, housing surveys etc.
  - f. Responsible for completing and maintaining accurate room condition reports.
  - g. Check mailboxes, voicemail, and email daily.
  - h. Maintain up-to-date bulletin boards relaying information and activities to residents.
  - i. Keep residents informed of deadlines and other pertinent academic information.

- j. Acquaint residents with on and off campus services and makes referrals when necessary.
- k. Share concerns of residents and staff with appropriate sources.
- l. Meet regularly with building staff and supervisor in order to communicate concerns, share information, and maintain a working relationship.
- m. Attend weekly staff meetings, monthly in-service meetings and maintain regular contact with the supervising Hall Director.
- n. Serve as a liaison between staff and residents relaying information regarding policies, administrative matters, and hall activities to residents. Shares students' reactions to these areas with the RLO.
- o. Duty and Rounds: A Resident Assistant is required to assume duty responsibilities in his/her assigned residential building including nights and weekends. An RA is required to be available in his/her assigned residential building over the entire duty period. More specifically, the RA must always be reachable by telephone or the cell phone, as directed by the Residence Life professional staff. Rounds of the residential building must be made several times during assigned duty hours to ensure that there are not safety/community issues and to promote positive community living.
- p. Complete monthly interaction reports or other reports as requested by supervisor or Residence Life staff.

**6. In addition, the RA is responsible for the following:**

- a. Special Coverage: A Resident Assistant may be required to provide special coverage as assigned for University holidays and breaks including **Fall Opening, Labor Day, Fall Break, Thanksgiving, Winter Closing, Winter Break, Martin Luther King, Jr. Holiday, Spring Break, Easter Break, and Hall Closing**. Also, there may be times when there may be an anticipation of an increased amount of activity on campus. On such occasions, staff availability or visibility may be required.
- a. Assisting with opening and closing of the halls/apartments each semester and all vacation periods as directed the supervisor
- b. Assisting with large scale power outages that may nor may not include 24-hour fire walks of all residential buildings
- c. Attending Fall Training (approximately 14 days before the start of the fall semester), all staff meetings, spring training (prior to the beginning of spring semester) and other events as directed by the Residence Life Office
- d. Attending Spring Training (arriving as early as January 2<sup>nd</sup>).
- d. Performs all other duties as deemed necessary by the Residence Life professional staff

**Evaluation**

Evaluation of staff is an on-going process. Resident Assistants are encouraged to consult with the Residence Life Staff on a regular basis regarding their performance. A written and verbal formal evaluation is conducted mid-semester. Rehiring is contingent upon satisfactory performance and a rehire interview. The Director and Assistant Director reserve the right to terminate the Resident Assistant's employment at any time during the

year, when the performance of the RA is judged inadequate or contrary to reasonable expectation.

**Remuneration**

Resident Assistants receive a free single room in their placement area, the 10 meal per week meal plan, and a \$90 taxed monthly stipend paid 8 months of the year.



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

DEPARTMENT OF HOUSING AND RESIDENCE LIFE

## Bellarmino University Residence Life Office Residence Life Team Application

\*\*\*Please print or type\*\*\*

### **General Information:**

Position Applying For:     Resident Assistant (RA)         Academic Peer Advocate (APA)

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Local Address (Hall and Room or Off-Campus/Louisville Area):

\_\_\_\_\_

Cell Phone #: \_\_\_\_\_

How many semesters have you lived in Bellarmine residence halls (include current semester)? \_\_\_\_\_

Have you attended any other colleges/universities other than Bellarmine? If yes, please list.

\_\_\_\_\_

Did you live in their residence hall system? Y N

If yes, how many semesters? \_\_\_\_\_

### **Academic Information:**

Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_  
(must have 2.5 cumulative to apply)

Expected Graduation Date: \_\_\_\_\_ Class Standing: FR SO JR SR OTHER

### **Future Work/Extracurricular Information:**

Please list activities, time commitments, or work you expect to have **next semester.**

**Activity/Job**

**Estimated Weekly Time Commitment**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous Work Experiences:**

Date	Position Title	Supervisor	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the **extracurricular and leadership activities** you have been involved in:

Dates	Organization	Position (ex: President, Member, Volunteer)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**References:**

**References must also complete the Reference form in the packet.**

Current Residence Life Staff Member (an RA/APA or Hall Director **PREFFERED**):

_____	_____	_____
(Name)	(Position)	(Phone Number)

Additional Reference (a current/previous employer or university administration/faculty):

_____	_____	_____
(Name)	(Position)	(Phone Number)

*I have read the job description. I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all past or current supervisors or Residence Life staff members may be contacted. Employment agreements are issued on a yearly basis and appointing officials are not obliged to extend employment for additional time based on performance review.*

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Essay Question**

In order for the Selection Committee to learn as much as possible about you as an individual, please complete and attach your response ALL of the following questions.

**What do you believe are the three most frequent/major responsibilities involved in the position you are applying for? How do you think tending to these responsibilities will affect your day-to-day life (challenges and benefits)? What personal attributes (strengths and weakness) do you feel will come into play when taking care of these tasks?**

**Preference Sheet**  
*Submit this with your application*

Name: \_\_\_\_\_

Group Interview Preference Time on Friday, February 22<sup>nd</sup>, 2013:  
(Please circle the time of your preference)

**4:00pm to 6:00pm**

**6:00pm to 8:00pm**

Individual Interview Preference Time on Saturday, February 23<sup>rd</sup>, 2013:  
(Please circle the time of your preference)

**9:00am to 12:00pm**

**1:00pm to 6:00pm**

Special Communities

*Please circle the name of the special community with which you may like to work. Not required.*

**Galileo Learning Community**

**Honors Floor**

**STEM Program**

**Browns Leadership Program**

**FOR OFFICE USE ONLY. DO NOT WRITE IN THIS BOX.**

- |  |  |
|--|--|
| <input type="checkbox"/> Letter of Rec 1               | <input type="checkbox"/> Stu Cond        |
| <input type="checkbox"/> Letter of Rec 2               | <input type="checkbox"/> GPA             |
| <input type="checkbox"/> Application Form __ RA __ APA | <input type="checkbox"/> Status, Soph/up |
| <input type="checkbox"/> Essay                         |  |

Group Interview Scheduled:	4-6	6-8
Individual Interview Scheduled:	10-12	1-6



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

DEPARTMENT OF HOUSING AND RESIDENCE LIFE

## Candidate Recommendation Form

### Applying For:

Resident Assistant     Academic Peer Advocate

Applicants name \_\_\_\_\_ Date \_\_\_\_\_

**The candidate listed above has applied for a Resident Assistant (RA) and/or Academic Peer Advocate (APA). Please consider the following when filling out the rating form below.**

A RA is a person who fosters student development through community development within our residential areas on campus. An RA assists students in their transition, integration, and progression through campus residential living. The RA is responsible for areas such as social, cultural, and educational programming, peer counseling, and facilitating an environment conducive to learning.

An APA is responsible for assisting first year students with their academic transition into college. The APA works to establish relationships with residents, foster healthy study skills through setting up in-hall tutoring and study groups and plans programs that are academically focused.

**The Residence Life Office seeks students who are responsible, mature, and creative. In addition, we seek candidates who exercise good time management, demonstrate potential for peer leadership, and act as positive role models among their peers.**

### CANDIDATE RATING

Please use the following rating scale below to assess the candidate in the following areas.

	N/A	Poor	Fair	Good	Excellent
<b>Personal Traits</b>					
Personality (nature, disposition, character)		1	2	3	4
Maturity (judgment, open-minded)		1	2	3	4
Emotional Stability		1	2	3	4
Acceptance/Understanding of Diversity		1	2	3	4
<b>Social Skills</b>					
Team skills (ability to cooperate, attitude, flexible)		1	2	3	4
Communication (articulates well, actively listens)		1	2	3	4
Assertiveness (self-expression, tact, diplomacy)		1	2	3	4
<b>Administrative Ability</b>					
Time management (punctuality, ability to meet deadlines)		1	2	3	4
Task management (planning, organizing, implementing)		1	2	3	4

How long have you known the applicant and in what capacity? \_\_\_\_\_

**This candidate should be (please check one):**

- hired, no reservations  
 hired, some reservations  
 not hired

**Individual Comments**

Please discuss this candidate's potential for success in an employed leadership position. Please include any other information you feel would be helpful to the Selection Committee. You may submit this information on a separate sheet of paper.

---

Reference Name	Title
----------------	-------

---

Reference Address	Phone	Email
-------------------	-------	-------

---

Reference Signature and Date

**Please return, in a sealed envelope with your signature across the seal, to:**

**Hannah Piechowski**  
Department of Housing and Residence Life  
2001 Newburg Rd  
Louisville, KY 40205  
502-272-7275



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

DEPARTMENT OF HOUSING AND RESIDENCE LIFE

## Candidate Recommendation Form

### Applying For:

Resident Assistant     Academic Peer Advocate

Applicants name \_\_\_\_\_ Date \_\_\_\_\_

**The candidate listed above has applied for a Resident Assistant (RA) and/or Academic Peer Advocate (APA). Please consider the following when filling out the rating form below.**

A RA is a person who fosters student development through community development within our residential areas on campus. An RA assists students in their transition, integration, and progression through campus residential living. The RA is responsible for areas such as social, cultural, and educational programming, peer counseling, and facilitating an environment conducive to learning.

An APA is responsible for assisting first year students with their academic transition into college. The APA works to establish relationships with residents, foster healthy study skills through setting up in-hall tutoring and study groups and plans programs that are academically focused.

**The Residence Life Office seeks students who are responsible, mature, and creative. In addition, we seek candidates who exercise good time management, demonstrate potential for peer leadership, and act as positive role models among their peers.**

### CANDIDATE RATING

Please use the following rating scale below to assess the candidate in the following areas.

	N/A	Poor	Fair	Good	Excellent
<b>Personal Traits</b>					
Personality (nature, disposition, character)		1	2	3	4
Maturity (judgment, open-minded)		1	2	3	4
Emotional Stability		1	2	3	4
Acceptance/Understanding of Diversity		1	2	3	4
<b>Social Skills</b>					
Team skills (ability to cooperate, attitude, flexible)		1	2	3	4
Communication (articulates well, actively listens)		1	2	3	4
Assertiveness (self-expression, tact, diplomacy)		1	2	3	4
<b>Administrative Ability</b>					
Time management (punctuality, ability to meet deadlines)		1	2	3	4
Task management (planning, organizing, implementing)		1	2	3	4

How long have you known the applicant and in what capacity? \_\_\_\_\_

**This candidate should be (please check one):**

- hired, no reservations  
 hired, some reservations  
 not hired

**Individual Comments**

Please discuss this candidate's potential for success in an employed leadership position. Please include any other information you feel would be helpful to the Selection Committee. You may submit this information on a separate sheet of paper.

---

Reference Name	Title
----------------	-------

---

Reference Address	Phone	Email
-------------------	-------	-------

---

Reference Signature and Date

**Please return, in a sealed envelope with your signature across the seal, to:**

**Hannah Piechowski**  
Department of Housing and Residence Life  
2001 Newburg Rd  
Louisville, KY 40205  
502-272-7275