

Welcome & Thank You!

On behalf of the Office of Residence Life, I would like to thank you for becoming part of the NCTA Resident Advisor Selection application process! We are excited that you are considering submitting an application for the best and most rewarding leadership position at NCTA. This experience will provide you with the opportunity to meet many new people, make a difference in the lives of others, and teach you skills for your future.

This packet is designed to help you learn about the Resident Advisor position selection process and answer any questions you may have. Please read all the enclosed information that may contribute to your success in our selection process. Also, you might consider getting in touch with your RA to ask them about their experience. All applicants will be held responsible for the information contained within this packet.

I look forward to receiving your application and good luck throughout our selection process. Please let me know if I can assist you in any way.

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Included in this Packet:

- Detailed timeline and important dates
- Navigating the RA application
- Description of the RA position and general information

Section by Section

You've probably already flipped through the application, just to see what you've gotten yourself into. There are a lot of pieces to the RA application and if you are at all overwhelmed, this section will hopefully help ease some of your apprehension. Each section is listed below with some helpful hints about filling out the application.

Information in this Packet

What & When

- It's easy to flip right past this page, planning to look at it later. This is the first section you should read. Take special note of the dates—especially those coming up in the spring!

Job Expectations

- You'll really want to spend some time going over this before you even start your application. Here you'll find the details of the RA position and how it relates to you.

Job Description

- How is this different from *Job Expectations*? The job qualifications determine the minimum eligibility of a person to be a RA. Applicants and accepted RAs must meet each requirement!

A Look at the Application

General Information

- If you have a preferred name, put it in parenthesis next to your first name.
- *Cumulative GPA*: Please put the cumulative GPA you earned as of the end of December 2012.
- *Residence Hall Living Experience*: Simply list the dates you lived in a group living environment.
- *Commitments*: If you are not sure about an activity, include it in this section anyway. This will allow us to discuss it with you in your interview.

Essay Question

- This is your first chance to shine as a potential RA candidate. Pay special attention to your spelling, grammar, and punctuation, as these are indicators of your ability to communicate clearly and effectively.
- A good Rule of Thumb is to keep your essays to 1-2 paragraphs per question (approximately 500-600 words).

On-Line Application Available at:

<http://nctahousing.wufoo.com/forms/resident-advisor-application-form/>

What & When

Important Selection Process Dates

October 31 st	On-line Application
November 4 th , 5 th , 6 th	Interviews
November 8 th	Position Offer Extended

What's in it for me?

Apart from the invaluable life experience, RAs are given the following remuneration:

- Salary of approximately \$6,248 which translates to the following:
 - A double room
 - An 18 meal plan
- Training in leadership, community development, and crisis intervention
- Staff Retreat opportunities
- Resume Builder
- Conference Opportunities
- Early Move-In Times
- Lifetime friendship
- Transferable Job Skills

Job Expectations

Programming

- The RA plans, publicizes, implements, and evaluates various programs for the residents of NCTA.
- RAs are responsible for changing their respective bulletin boards.
- The RA is responsible for being aware and addressing resident and community needs.

Collaboration as a Team Member

- RAs are members of the Office of Residence Life and are expected to support the vision, mission, values, and goals of the department.
- The RA will work under the supervision and in collaboration with the Residence Life Manager. This interaction will be accomplished through regularly scheduled meetings, duty logs, incident reports, and informal contacts.
- RAs should maintain frequent communications with their peer staff members concerning community issues, activities, and individual concerns of residents, in addition to attending weekly staff meetings.

Administrative Responsibilities

- The RA must complete all necessary written reports properly and on time. This includes, but is not limited to: Incident Reports, Programming Guides, Room Condition Forms, and Duty Log entries.
- RAs will check, email, and mailboxes daily to facilitate clear communication channels and disseminate information to residents.

Duty Expectations

- RAs are on duty from 5:00pm on Friday until 8:00am on Mondays.
- RAs are expected to fulfill all duty responsibilities. This includes duty protocols, procedures, and expectations as detailed in training sessions, the staff manual, and through supervision by the Residence Life Manager.

Job Qualifications

In order to be considered as a RA candidate, you must meet the following qualifications:

- At least a second semester student
- Cumulative GPA of 2.0 or higher
- Must be a full time student
- Good conduct standing with NCTA and the University

Please only submit the following pages when submitting your application. Please keep all the information pages for your records.