

# MIDDLE TENNESSEE

STATE UNIVERSITY

## Resident Assistant Job Description

### Requirements and Compensation

Must have completed at least 24 credit hours at the time of employment.

Must have a clear judicial record with Housing and Residential Life.

Must have a minimum semester & cumulative GPA of 2.5 if undergraduate or 3.0 if a graduate student to apply.

Must be enrolled as full time undergraduate or graduate student.

Must make the appropriate prepayments and sign the standard MTSU Housing license agreement prior to the start of employment.

RAs receive a stipend of \$1,880 per semester. All stipends are dispersed monthly during the period of appointment.

If an RA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.

RAs are provided a meal plan for 5 meals per week during the regular academic semester.

RAs are assigned to a private or single accommodation in their assigned building, at no additional cost. RAs are billed the lowest standard room rate (\$1,456) for a standard double occupancy, shared bathroom residence hall room, regardless of which hall or area they may be assigned.

### Teamwork and Supervision

Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Directors, and the Director of Housing and Residential Life.

Will be formally evaluated on a periodic basis determined by the Director of Housing and Residential Life or their designee(s).

Must participate in assigned "on duty" hours each week, must remain in their designated area while on duty, and are required to make themselves available to residents and/or staff members as directed.

Required to assist in staffing their areas during Fall Break, Thanksgiving and Spring Break.

Expected to participate in Week of Welcome activities, athletic activities and other University sponsored programs as outlined in their involvement contract.

Required to attend all pre-service training sessions, staff development programs and staff meetings as directed.

### Community Building Expectations

Expected to read the summer reading book.

Consistent with our goal of promoting student involvement during evenings and weekends, all RA staff will be expected to remain on campus during evenings and weekends unless given permission by their supervisor to be excused.

Expected to utilize provided meal plans to facilitate sharing meals with residents in on campus dining halls.

Additional detailed expectations and job responsibilities will be provided by individual supervisors.

Required to facilitate educational programs during each semester of appointment.

Required to disseminate information to residents in a timely manner by posting notices, perform monthly health and safety inspections, and schedule regular hall meetings as directed.

Required to enforce standards of conduct as contained in the MTSU Student Handbook, MTSU and TBR Policy Manuals and the Housing and Residential Life Policy Manual.

### Other

Resident Assistants serve at the discretion of the Director of Housing and Residential Life.

Resident Assistants who resign or are dismissed before the completion of their appointment are not immediately granted a contract release. Resident Assistants who resign or are dismissed but continue to reside on campus will be required to move from their current/floor building or area.

Outside employment is discouraged due to the significant time commitment required for performance of the Resident Assistant position and must be discussed and approved in advance by the Area Coordinator.

First semester Resident Assistants are not permitted to take an overload because having more than 18 credit hours places an extra burden on a staff member's ability to function academically.

Semester GPA: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Judicial History Y N

# Resident Assistant Application

**Directions:** Type or print legibly on the application. Return the completed application and references to Housing and Residential Life, KUC 303, Box 6, Murfreesboro, TN 37132.

## Personal Information

Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Gender: Male Female Date of Birth \_\_\_\_\_ M Number \_\_\_\_\_

Email Address \_\_\_\_\_ Local Phone \_\_\_\_\_

Current Local Address

\_\_\_\_\_  
(Street) (City) (Zip Code)

Home/Permanent Address

\_\_\_\_\_  
(Street) (City) (Zip Code)

Permanent Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Summer Address (if different from home)

\_\_\_\_\_  
(Street) (City) (Zip Code)

Summer Phone \_\_\_\_\_

**Applying for a position that begins:** Spring Fall Summer

Including this semester, how many semesters have you lived in a residence hall? \_\_\_\_\_

## Educational Information

Major(s) \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Classification (circle one) FR SO JR SR GRAD

Semester GPA: \_\_\_\_\_ (A 2.5 GPA is required at time of application)

Cumulative GPA: \_\_\_\_\_ (A 2.5 GPA is required at time of application)

Have you attended another college/university besides MTSU? Yes No

College/University Dates Attended \_\_\_\_\_

College/University Dates Attended \_\_\_\_\_

## Additional Information

Have you ever been documented for a policy violation at MTSU? Yes No

If yes, please explain \_\_\_\_\_

Have you ever worked for Housing and Residential Life? Yes No

If yes, in what capacity \_\_\_\_\_

Have you ever been convicted of a felony or other criminal offense other than a traffic violation? Yes No

If yes, please explain \_\_\_\_\_

# Resident Assistant Application

Questions - please use additional sheets of paper if necessary

1. Why do you want to be an RA?

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2. What personal qualities, characteristics, strengths, or talents do you possess which will assist you as an RA and how would you utilize them to develop community?

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3. Which of our Living Learning Communities(LLCs) do you have an interest in working with and why? Please refer to the Housing web site at [frank.mtsu.edu/~housing/livelearn.html](http://frank.mtsu.edu/~housing/livelearn.html) for more information on the following LLCs: Aerospace, Diverse World Diverse Arts, FYE, Honors, Music at Middle, Recording Industry, Nursing, Pre-professional, and Women in Science.

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# Resident Assistant Application

## Employment and Involvement

Please list any previous employment and/or organizational involvement which you believe would be helpful in evaluating your eligibility as a Resident Assistant candidate. If you have additional information you would like to include, please attach an additional sheet or resume.

Employer/Organization \_\_\_\_\_ Dates of employment/involvement \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

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Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

**How do you feel these experiences relate to the Resident Assistant position?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list any activities or commitments you anticipate being involved in while employed as a Resident Assistant.**

\_\_\_\_\_

## How did you hear about the Resident Assistant position?

Word of mouth	MT radio station	Advertisement	Friend
MTSU Staff member	Current RA	Area Coordinator	
Other _____			

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic and criminal records.

I understand that at the time an offer of employment is extended; staffing vacancies may not be available in all areas. The opportunity to preference a staffing assignment is offered, but there is no guarantee the preference may be accommodated. In addition, initial assignments at the time of hire are made conditionally based upon the current information available to the organization and may be altered due to a change in academic standing and/or a change in staffing requirements.

\_\_\_\_\_  
**Signature**

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

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.

# REFERENCE FORM MTSU HOUSING AND RESIDENTIAL LIFE

Applicant \_\_\_\_\_  
(First Name Last Name)

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver \_\_\_\_\_  
(Signature) (Date)

Please evaluate this applicant and return this form to:

Housing and Residential Life  
1301 E. Main St., Box 6, KUC 303  
Murfreesboro, TN 37132.

Use the following scale to evaluate this applicant: (circle/Check your answer)

1 (Poor) 2 (Fair) 3 (Average) 4 (Above Average) 5 (Excellent)

	1	2	3	4	5
Communication					
Taking Initiative					
Organizational Skills					
Openness to Feedback					
Ability to work with others					
Ability to work with diverse groups					
Dependability					
Creativity					

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

Overall Evaluation (Choose one)

Highly Recommend      Recommend      Recommend with reservations      Do not recommend

Comments supporting overall evaluation:

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Name of Evaluator (printed) \_\_\_\_\_ Position of Evaluator \_\_\_\_\_

\*Reference form must be completed by employer, supervisor, faculty member or advisor

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Comments supporting overall evaluation:

\_\_\_\_\_

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Name of Evaluator (printed) \_\_\_\_\_ Position of Evaluator \_\_\_\_\_

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