

MORAVIAN UNIVERSITY

January 2022

Thank you for your interest in a Resident Advisor position for the 2022-2023 academic year.

As you consider this student leadership opportunity at Moravian University for the next academic year, carefully review the qualifications and responsibilities outlined in the subsequent pages:

- Timeline for 2022-2023 candidates with dates for the application and selection process
- Contract commitments for staff
- Resident Advisor position description

The application process includes four components:

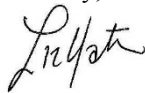
- Submit the [Resident Advisor Application](#) by noon on Tuesday, February 1.
- Ask two individuals to complete the [Resident Advisor Reference](#) by noon on Friday, February 4.
- Participate in a thirty-minute interview with two members of the Residence Life Staff between Tuesday, February 8 and Thursday, February 10. Interview day and time will be coordinated following the application submission and by Friday, February 4.
- Participate in three group process activities on Friday evening, February 11 or Saturday morning, February 12. Indicate group process interview day preference on the application.

Application materials are also available at moravian.edu/rlh.

A confirmation of a candidate's individual interview and group process day and time, along with more specifics regarding the individual interview, will be sent via email by Monday, February 7.

If you have questions or something is unclear, do not hesitate to contact me. We want you to be informed about the position and process. I wish you the best of luck in the application process and thank you again for your interest in this exciting and rewarding leadership position.

Sincerely,



Liz Yates
Associate Dean of Students



Timeline for 2022-2023 Candidates

Monday, January 17	<i>Resident Advisor Applications available.</i>
Thursday, January 20	<i>RA Information Session in Air Products at 12pm.</i>
Wednesday, January 26	<i>RA Information Session in Air Products at 6pm.</i>
Tuesday, February 1	<i>Applications must be submitted electronically by noon.</i>
Friday, February 4	<i>References must be received electronically by noon.</i>
Tuesday, February 8 - Thursday, February 10	<i>Candidates participate in Individual Interview. Interview day and time will be coordinated via email by Monday, February 7.</i>
Friday, February 11 - Saturday, February 12	<i>Candidates participate in Group Process Activities. Interview day and time will be coordinated via email by Monday, February 7.</i>
Thursday, February 24	<i>Offer letters out to candidates of hire decisions via email.</i>
Wednesday, March 9	<i>Accept/Decline decisions due via email by noon.</i>

Contract Commitments for 2022-2023 Staff

Spring Training:

- 2022-2023 RAs attend Spring Training on Sunday, March 27, 2022 at 1pm.

Fall Training:

- RAs are expected to return by 12noon on Thursday, August 18, 2022.
- RAs are on-campus for training and move in through Sunday, August 28, 2022.

Fall Break:

- RAs may depart after 8am on Friday, September 30, 2022.
- RAs are expected to return by 4pm on Tuesday, October 4, 2022.

Thanksgiving Break:

- RAs may depart after 12noon on Wednesday, November 23, 2022.
- RAs are expected to return by 4pm on Sunday, November 27, 2022.

Winter Break & Training:

- RAs may depart after 12noon on Saturday, December 17, 2022.
- RAs are expected to return by 12noon on Thursday, January 12, 2023.
- RAs are on-campus for training and move in through Sunday, January 15, 2023.

Spring Break:

- RAs may depart after 8am on Friday, February 24, 2023.
- RAs are expected to return by 4pm on Sunday, March 5, 2023.

Easter Break:

- RAs may depart after 8am on Thursday, April 6, 2023.
- Select RAs are expected to return by 4pm on Sunday, April 9, 2023.
- Remaining RAs are expected to return by 8pm on Sunday, April 9, 2023.

End of the Year Closing:

- RAs may depart after 12noon on Sunday, May 7, 2023.

Basic Qualifications

- Sophomore, Junior, or Senior standing.
- Minimum 2.5 cumulative grade point average.
- In good academic and conduct standing with the University.
- Continuing full-time student status.
- Resides or has resided in a Moravian University residence hall for at least one semester.
- Available to serve the entire academic year, unless otherwise arranged (e.g. study abroad).

Resident Advisors (RAs), paraprofessional members of the Residence Life Staff, are an integral part of the University's residential experience. Selected on the basis of leadership, character, and the ability to relate to others, RAs must be committed to the important role of the residential experience. RAs are responsible for developing community and enforcing policy in an assigned residence hall area. RAs promote the integration of all aspects of campus life and assist in establishing an environment that supports the educational objectives of Moravian University.

Resident Advisors are best able to develop a rapport with residents using skills such as understanding, recognition of individual differences, and acceptance of all students. Consistency, sensitivity, and empathy must be evident in a RA's interactions with members of the residential area and the larger University community. RAs are responsible for clearly explaining, as well as consistently enforcing policies and expectations. Due to the extensive contact RAs have with residents, the staff serves as liaisons and resource persons. Clear and regular communication between Resident Advisors, Community Advisors, Head Residents, Senior Resident Advisors, and the Student Life Staff, particularly the professional staff within Residence Life and Housing, is critical to the success of the residential experience.

Ideal candidates are expected to be mature individuals who can work collaboratively as well as autonomously. Resident Advisors should be able to exert a positive influence on others and work with diverse populations. These individuals are expected to be concerned, responsible students who are enthusiastic and possess a positive outlook toward Moravian University. The position, which reports directly to a professional staff member within Residence Life or Housing, provides an opportunity to develop and enhance many valuable skills including leadership, time management, communication, decision-making, conflict management, and crisis intervention. The Resident Advisor position provides an opportunity for personal growth along with meaningful service to the Moravian University community.

Specific Responsibilities

Advising Responsibilities

- Be as available to members of an assigned community as is reasonably possible, especially in the first few months of the academic year. Visibility, accessibility, and presence in a residence hall community are of critical importance.
- Advise residents concerning personal, academic, and social concerns. Refer to University resources when appropriate.
- Exhibit familiarity with University resources for assistance, particularly Campus Police, Career & Civic Engagement, Counseling, Event Management, Health Center, Housing, Spirituality & Inclusion, Student Development, and Student Engagement.
- Confer with supervisor regarding concerns of individuals or groups of residents for whom you are responsible.
- Serve as a role model for residents and other members of the Moravian University community.
- Follow University policies, establish and maintain credibility within the community, and behave in accordance with the University's values and expectations.
- Support and be able to explain University policies. Demonstrate knowledge of the *Student Handbook*, *Residence Life Staff Manual*, and all relevant materials regarding campus policies, procedures, resources, and personnel.
- Inform supervisor of important situations and developments within the community.

Administrative Responsibilities

- Assist residents in maintaining a healthy and safe environment conducive to community living.
- Conduct community floor meetings, maintain bulletin boards, and communicate regularly with residents to foster a positive living environment.
- Respond to incidents, crisis situations, and emergencies in the residence halls, regardless of whether or not on duty, when appropriate.
- Document all alleged violations of University policy, as well as security, health, and safety concerns in a timely manner.
- Perform on-duty responsibilities on a rotating basis, which includes being available and visible in your residence hall area on assigned nights, conducting hourly rounds, defined as visiting and walking through each community in area, and checking for policy violations and/or health and safety concerns.
- Conduct room condition inventories prior to the arrival of all residents.
- Complete necessary surveys, administrative reports, and forms within established deadlines.
- Remain on campus to assist in residence hall openings and closings for official University break periods. Refer to contract for specific dates.
- Carry out residence hall opening and closing responsibilities, as well as conduct health and safety inspections.
- Maintain accurate resident rosters and assist residents in following the appropriate room change process.
- Report maintenance and custodial concerns, including emergency repairs and other damages. Document concerns, as appropriate.

Community Development Responsibilities

- Follow the Moravian Milestones programming model, implementing programs that encourage residents to become active members of their community,
- Collaborate with others to incorporate a variety of developmental programs with both an educational and social focus within the residence halls.

Staff Development Responsibilities

- Serve as a member of the Residence Life Staff. Strive to support and communicate with other staff members including fellow Resident Advisors, Community Advisors, Head Residents, Senior Resident Advisors, and the professional staff within Residence Life and Housing.
- Attend all spring, fall, and winter training sessions.
- Attend regularly scheduled staff meetings and area meetings.
- Participate in regularly scheduled individual meetings with Senior Resident Advisor.
- Participate in monthly individual meetings with supervisor.
- Participate in the selection, orientation, and training of new Residence Life Staff members.

Additional Comments

- Resident Advisors at Moravian University are, first and foremost, students. Academic work must be the primary commitment of all Resident Advisors, while the Residence Life staff position is the secondary commitment.
- Due to the time demands of the Resident Advisor position, involvement in clubs, athletics, internships, field experiences, and additional employment, which take the staff member away from the community for significant periods of time must be discussed with and approved by supervisor. These types of commitments should be meaningful, limited, and purposeful.
- Resident Advisors are expected to sleep in assigned rooms and remain on campus most weekends to ensure adequate staffing of the residence halls. Resident Advisors are permitted to be off campus for three (3) weekends a semester with prior approval from supervisor.
- Additional duties may arise throughout the course of the year dependent upon circumstances.

Remuneration

- A single room at the current monetary value, based upon placement.
- A stipend of \$500 per academic year, to be paid in monthly installments from September through May.
- A \$50 discount on parking for those who have a car on campus, participate in the application process, and are awarded a permit.
- Book Shop discount for those who have successfully completed one year in the Resident Advisor, Head Resident, or Community Advisor position.