

## **Resident Assistant FAQs**

### **What is a Resident Assistant?**

*Resident Assistants (RAs) are students selected on the basis of leadership, experience, scholarship and the desire to help resident students realize their potential for personal-development through group living. RAs serve as role models for residential students, and are expected to use their best judgment, maturity, and concern for those individuals with whom they live and work. Their responsibilities for the general welfare of the students and facilities extend to all areas of the campus. RAs are responsible for maintaining communication with the appropriate staff members about the concerns and accomplishments of members of their communities.*

*Please visit this link (<http://www.uta.edu/housing/living/staff/ra-compensation-and-benefits.php>) to see the compensation package*

### **Personal Interactions**

- *Provide high quality customer service for all residents, staff, and guests.*
- *Serve as a positive academic and personal role model.*
- *Act as a resource and direct students to appropriate offices for questions and concerns.*
- *Recognize and assist students with social, personal, academic, and related concerns/needs.*

### **Administration**

- *Attend required meetings.*
- *Serve on Apartment and Residence Life collateral committees as needed.*
- *Know, communicate, and enforce University policies and regulations whether on or off duty.*

### **Community Development**

- *Be a visible member of the surrounding community.*
- *Plan, schedule, attend, and assess community programs that align with the Apartment or Residence Life Community Development Model.*
- *Provide passive programming (bulletin boards).*
- *Engage students with their surrounding community.*

### **Conflict Management and Emergency Response**

- *Collaboratively serve on a rotating duty schedule ensuring that there is always someone available to assist residents, including nights and weekends.*
- *Mediate and resolve conflict among peers, roommates, and students.*
- *Respond to emergency and crisis situations within the community.*
- *Be the first contact person in the event of a concern or emergency.*

### **Covid 19**

- *Staff are expected to be role models for following social distancing guidelines and protocols.*

- *While social distancing guidelines are implemented, staff may need to proceed with university and housing protocols, such as confronting guest policy violations or addressing emergency maintenance concerns.*
- *Staff may need to assist with students who have been quarantined or isolated in our communities due to the virus, tasks include delivering meals to the outside of their room or apartment doors or other similar tasks.*

### ***Miscellaneous***

*All staff members are required to be available and on campus for RA Trainings, In-services, community openings, and community closings. RAs are also required to attend certain events throughout the academic year.*

*As members of the Apartment and Residence Life (ARL) Staff, Resident Assistants (RAs) are directly supervised by a Residence Director (RD) or Assistant Residence Director. RAs work closely with the Assistant Directors, Associate Director, Director of Apartment & Residence Life, other members of the Residence Life staff, Housing staff, and their fellow Resident Assistants. Their responsibilities for the general welfare of the students and facilities extend to all areas of the campus. RAs are responsible for continuing consultation with the appropriate staff members about the concerns and accomplishments of members of their communities.*

### **Selection Process:**

#### **What are the requirements to apply?**

*The following are requirements that are necessary in order to apply for the Resident Assistant position:*

- *2.50 cumulative & 2.0 semester GPA at the time of application*
- *2 FULL semesters living on campus at The University of Texas at Arlington (residence hall or apartment community), including Spring 2022 semester*
  - *A full semester living on campus would mean Fall or Spring semester*
- *In good disciplinary and academic conduct standing with The Office for Community Standards and Apartment and Residence Life. Students on probation (housing, disciplinary, or academic integrity) are not eligible to apply*
- *Paid and current Housing and Meal Plan fees*
- *Complete application: 1 Handshake application, 1 Supplemental Application, and submission of 2 References*

***Please note that no exceptions will be made to any requirements.***

#### **How do I find out more about the RA position?**

*Please attend one of our interest sessions or review the Power Point presentation that is listed here: <http://www.uta.edu/housing/living/staff/ra.php>*

#### **Tips on applying for the RA position?**

- *In order to be considered an applicant, a Handshake application, a Supplemental application, and 2 Reference Forms must all be completed.*
- *Take your time – do not wait until the night before the application is due!*
- *It is recommended that you take the Supplemental Application seriously, as the essay answers are reviewed in order for ARL staff to determine which candidates are offered an interview.*
- *Have a friend review and revise your answers to the supplemental application!*
- *Read each question thoroughly and answer all parts of the question*
- *Follow-up with your references to make sure they complete the reference form by the deadline.*
- *Be on time and prepared for your interviews.*
- *Be YOURSELF!*

### **What do I expect if offered an interview?**

*If a candidate is offered an interview, they will be required to participate in an individual interview in order to be eligible to be hired.*

*Candidates will have one half-hour interview conducted by an ARL professional staff members and one half hour activity. During the interview, candidates will be asked a variety of questions assessing their knowledge of and interest in the Resident Assistant position and the skills and abilities they possess. The interview process will last the entire hour and will start on time, candidates that arrive late will*

### **How do I apply?**

*In order to apply, please complete a Handshake application. You can access Handshake by clicking on the following link: (<https://uta.joinhandshake.com/login>). After completing the Handshake application, please complete a Supplemental Application. The Supplemental Application can be accessed by clicking on the following link: <https://uta.erezlife.com>*

*During the completion of the Supplemental Application, you will be asked for information for 2 references, please have their full name and email address available when completing the supplemental application.*

### **How do I log in to Handshake?**

*Handshake is the website that The University of Texas at Arlington uses in order for students to apply for on-campus jobs.*

*The website is as follows: (<https://uta.joinhandshake.com/login>)*

### **Where can I find the Supplemental Application?**

*The Supplemental Application can be accessed via the ARL webpage by clicking on the following link: <https://uta.erezlife.com>*

### **When are applications due?**

*The Handshake application and Supplemental Application are due on February 6, 2022 @ 11:59pm. The 2 required reference forms are due on March 6, 2022 @ 11:59pm.*

**If I have questions about my application, whom do I contact?**

*If you have questions, ask your Resident Assistant or Residence Director or email [livingoncampus@uta.edu](mailto:livingoncampus@uta.edu)!*

**I do not meet the eligibility requirements; can I still apply?**

*If you do not meet the eligibility requirements, we strongly encourage you to wait for the next semester when you are eligible for the position. Please note that no requirements will be waived.*

**How many positions are available?**

*Each of our residential communities has a various number of RA positions, comprised of new and returning RAs. New RA positions available are dependent upon the number of RAs not returning for the fall semester.*

**RA Life:****If selected, what will be expected of me as an RA?**

*For more information about the position, please see the Power Point presentation here <http://www.uta.edu/housing/living/staff/ra.php>. We also encourage you to ask your Residence Director or Resident Assistant questions that you have concerning the position.*

**What is the time commitment?**

*The RA job is different from most positions on (and off) campus. RAs do not “clock in/clock out” for their work; except in the case of emergencies, scheduled meetings, and required events, RAs have the ability to schedule their programs, community interactions, and on-calls to fit in with their academics and personal life.*

*RAs will have to balance the job requirements: on-call nights/weekends, programs (in community and across campus), resident needs, weekly staff meetings, biweekly supervisor meetings, etc.*

*The key to an RA’s success is finding the balance between their role in the classroom, within their designated community or communities, and the community at large. Resident Assistants are expected to assign priority to their RA position over all other non-academic activities. However, the department realizes that success is contingent upon a good balance of all areas of an individual’s life.*

*Internships or practicums required by a degree plan will be allowed as long as the RA position is not compromised. To maintain the integrity of the RA position, a staff member may be released from the position if it is determined that the time requirement of the practicum/internship is detrimental to the RA, department, or community needs. Examples of internships/practicums that may interfere with the RA position include (but are not limited to) student teaching and nursing clinicals.*

**What are the benefits to being an RA?**

*Personal and Professional Development Opportunities*

- *Training & developing transferable skills in communication, conflict mediation, goal setting, and working in a team, just to name a few*

- *Leadership opportunities provided through conference attendance (Leadership Retreat, RA conference) and departmental committee involvement*
- *Networking & Making Connections through community development, programming and supporting UTA events*

### **Will I be able to hold another job in addition to being an RA?**

*After academics, the RA position always takes precedence. Therefore, outside employment or activity commitments should be ones that allow flexibility as needed around the RA responsibilities. While RAs are discouraged from accepting outside employment, reasonable consideration is granted. RAs must get approval from their RD and the AD of their area before beginning outside employment. Outside employment is limited to 10 hours a week.*

*Please note that the RA job is a monthly-paid position; as such, RAs cannot work an hourly-paid position on campus.*

### **If chosen, how long would I be an RA?**

*A Resident Assistant appointment in the residence halls begins with RA training in August and continues through residence hall closing in May.*

*A Resident Assistant appointment in the apartments begins with RA training in August and continues through August 1<sup>st</sup> of the following year. Each spring, current RAs have the chance to apply for a position the following year. There may be vacancies during the semester and those candidates willing and eligible to start the position mid-year may be offered an earlier start date.*

### **Would I have a choice of where I would get to live?**

*When applying for an RA position, you are applying to work as an RA in any of our communities, not in a certain community. Staff placement is at the discretion of the Apartment and Residence Life (ARL) Staff. ARL assess the needs of each community, as well as the strengths and talents that an individual staff member can bring to a specific community and staff team. Candidates will be asked their preference during on the supplemental application. Please know that limiting your preferences of where you would accept an RA position may hinder your chances of being hired.*

*Please note: if there is any special circumstance that prohibits you from living in a particular community, please make that known during the interview process.*

### **Do RAs have to work holidays?**

*RAs are expected to work any time of the year their community is open. Apartments are open to residents 365 days per year, so holiday work will be necessary. Some Residence Halls will remain open for winter break and some will close, so a few RAs will be needed to work for winter break. All Residence Hall RAs will be expected to work during the other holidays outside of winter break. Due to the nature of the position night and weekend work will be necessary.*

### **Are there any academic requirements? Do I have to be a full-time or part-time student to be an RA?**

*RAs are expected to be full-time students and maintain a cumulative GPA of 2.5 and a 2.0 semester GPA, as well as be good academic role models for their residents.*

### **Can I have a roommate as an RA?**

*Residence hall RAs cannot have a roommate. Apartment RAs can have roommates, except for RAs in The Heights on Pecan; the RDs of the apartment communities can answer questions regarding roommates.*

**Can I have a pet as an RA?**

*RAs are expected to be role models; as such, RAs are expected to follow all University and Apartment and Residence Life policies and procedures. RAs may only have service animals or an Emotional Support Animal with proper documentation and prior approval from the Student Access and Resource Center.*

**Do I have to be part of a lot of organizations or be heavily involved to be considered for the position?**

*Our RAs have a diverse level of involvement throughout the UTA campus community. Involvement is preferred but not required.*

**Am I expected to know how to plan programs?**

*RAs attend extensive training each August and January and programming skills are taught at that time. In addition, RAs work with their RD/ARD throughout each semester to plan programs tailored to their individual community.*

**How have RAs been successful in the past?**

*The key to a Resident Assistant's success is finding the balance between their role in the classroom, within their designated community or communities, and the community at large. Resident Assistants are expected to assign priority to their RA position over all other non-academic activities. However, the department realizes that success is contingent upon a good balance of all areas of an individual's life.*