**Description of Position:**

Resident Assistants (RAs) are an integral part of the Office of Residence Life. They are constantly in direct contact with students. Their main responsibility is to act as facilitators for the residence life community and to enhance the social, educational, intellectual, and cultural development of each individual. The RA communicates to students the core values, philosophies, and policies of Residence Life and the College and represents Residence Life as a role model.

**Important Dates:**

**Fall Semester:**
- Sept. 30: Mid-Year Applications Available
- Oct. 25: Applications for potential Mid-Year positions due by 5pm
- Nov. 1-8: Individual Interviews
- Nov. 15: Candidate interested in potential mid-year positions notified of status
- Jan. 9-10: New RA Training Workshop
- Jan. 10-13: Training for all Spring 2014 RAs

**Spring Semester:**
- Feb. 7: Applications Due by 5pm
- Feb. 15: Group Interview – Tentative
- Feb. 21-28: Individual Interviews
- Mar. 7: Candidates notified of status
- Aug. 11-21: Training for all 2014-2015 RAs

**General Requirements of RAs:**

- Must be a full-time degree seeking student
- Must be in good academic standing and have a 2.5 cumulative GPA to apply
- Must maintain a 2.5 semester and cumulative GPA if selected
- Must not be on any form of academic or social probation
- Must have at least two semesters of on-campus living experience with at least one of these occurring at Earlham prior to beginning employment
- Must be available at least two and a half weeks before classes begin for fall training and one week before classes begin for spring training
- Must complete all responsibilities as outlined in the Resident Assistant Agreement and meet all expectations of professional staff members within the Office of Residence Life

**Compensation:**

- Single room in the Residence Hall to which you are assigned valued at approximately $4190 for the academic year
- Stipend of $1200 for the academic year which is distributed evenly by semester ($600 for Fall and $600 for Spring)

**Frequently Asked Questions:**

1. **How many spots are available?**
   
   Each year, the department hires approximately thirty-eight RAs. This number includes both new and returning RAs. While we primarily hire RAs for the academic year, we sometimes have the opportunity to hire a handful of RAs throughout the year when other staff members resign for various reasons.

2. **When should I apply?**
   
   All applicants interested in potential mid-year positions should apply and interview during the fall process. Those interested only in academic year positions should wait to apply and interview during the spring process. If you will be out of the area during the spring 2014 semester, but are interested in an academic year position, you are invited to apply and interview during the fall 2013 process. If you will be out of the area during the fall 2014 semester, but are interested in a possible spring 2015 position, you are invited to apply during the academic year process.
3. Can I work another job?
Yes, RAs are allowed to hold outside jobs. However, because of time intensive the nature of the RA position, we ask each RA to discuss with their Area Director how they will balance outside jobs and even talk about the number of hours the RA might be working and how that will impact the RA position. RAs are required to provide their outside work schedules to their supervisors at the start of each semester or more frequently if needed. The college views the RA compensation as a work stipend and does not permit RAs to participate in the college work study program without permission from their Area Director.

4. What if I plan to complete an internship/study abroad/participate in an athletic team/etc.?
Candidates who are able to complete a full academic year contract and those without substantial academic and/or extracurricular commitments may be given preference over candidates unable to complete a full academic year contract and/or who have substantial academic and/or extracurricular commitments that would limit their availability to their residents and community. RAs are expected to put academics first, the RA position second, and any other job or extracurricular activity third.

5. I was found responsible for a violation of the Student Code of Conduct in the past. Can I still apply?
Absolutely. We believe your experiences make you who you are. We have all made a bad decision from time to time. As long as you are not currently on any type of academic or social probation, you are considered in good standing and are able to apply. The most important thing we look for is whether or not you have learned from the experience and made positive changes accordingly.

6. How will being an RA affect my financial aid package?
Typically, being an RA does NOT adversely impact your financial aid package. However, every student’s financial package is unique, so you are strongly encouraged to speak with the Financial Aid Office before accepting a position. You can contact Financial Aid at (765) 983.1217.

7. I’m currently a first year student. Can I apply?
First year students are eligible to apply for 2014-2015 Academic Year positions as long as they lived on campus during both the Fall 2013 and Spring 2014 semesters.

8. What kind of training will I receive?
Generally in the fall, training is the two weeks before new students arrive for New Student Orientation (NSO). During this time we help RA’s develop the basic skills needed to lead a group of residents through a successful experience while living on campus. The training for the spring is an abbreviated version of the fall training, and staff are asked to return a week before the start of spring classes. Every RA on staff must go through each training period.

9. What is “duty”?
Each RA is required to work a duty shift every week and a couple of weekend duty shifts throughout the semester. The exact number of nights varies by building. During a duty shift, an RA has to do “rounds,” which just consists of walking through their area a few times each night to interact with residents and to ensure that residents are safe and the building is secure.

10. Am I allowed to go home?
Absolutely. Each RA is required to be on campus three weekends a month and is required to notify their supervisor of when they will be gone. Supervisors understand individual circumstances that may require flexibility. There are some break periods where staff may have to stay later/return earlier—all dates are provided to staff at the time an employment offer is made.

11. What is programming, and how much of it are RAs required to do?
One of the primary roles of an RA is to assist in developing community amongst their residents. Programming is just a term used to describe the events put on by Residence Life and the RAs. RAs are required to plan, assist with, and attend various activities for students living in their communities to help develop community and provide resources for residents. Some examples of program topics: academic, educational, social, community service, multicultural, school-spirit, etc. RAs will also create opportunities for resident involvement in on-campus activities. RAs are expected to create programmatic opportunities based around resident interest and the needs evident in their community.