Join Our Team!

Resident Assistant Interest Sessions

February 2nd - 11:30 am
February 3rd - 4 pm
February 4th - 8:30 pm

All interest sessions are optional, however if you do attend one of the three interest sessions, an application will be sent to you. Sessions are up to 45 minutes long. If you are unable to attend an interest session and still interested in applying, please contact reslife@callutheran.edu or call our main office at 805.493.3220 prior to February 5th, 2021. Questions? Email reslife@callutheran.edu!

February 2021
What is an RA?

• Builds relationships with residents.
• Create a welcoming community for their complex/building.
• Serve as a leader in the community
• Responsible for upholding and enforcing the University policies in the residence halls.
• Support systems for residential students.
• Can help students adjust to life away from home.
• Programmers - host social and educational events to foster a community that is conducive to learning outside of the classroom.
• Mediators - help residential students navigate roommate concerns.
• We have 7 RA staffs on campus, each staff works to create an inclusive community.
Our Residential Communities

- First Year Halls
  - Pederson, Thompson, Mt. Clef, South (South can also be an upperclassmen hall)

- Standard Halls for Upperclassmen
  - Old West (Afton, Janss, Conejo, Rasmussen), New West (North, South, West, Potenberg)

- Apartment Style
  - Kramer, Mogen, Grace, and Trinity
  - We also have some on campus houses that students live in along Faculty St. and Luther Ave.

Living Learning Communities

- What are they?
  - Living-Learning Communities (LLCs) are specialized living environments that cater to students who share similar interests or majors. LLCs provide a unique opportunity for students to learn both inside and outside of the classroom.

- Where are they?
  - Mt. Clef - University Honors Living-Learning Community
  - Conejo Hall - STEM community
  - Kramer - Global Leaders Community

- How can you apply to be the RA in one of these communities?
  - You can indicate your interest for these Living Learning Communities on your preference sheet. If you’re selected for a Final Interview, we will ask about your preferences at that time.
• **Programming!**
  ◦ Why do we do it?
    ▪ Build community in the Residence Halls.
    ▪ Residents can get to know each other, take part in cool programs, and learn something new.
    ▪ Education can happen outside of the classroom!
    ▪ Provide opportunities to learn new skills!
  ◦ How do we do it?
    ▪ There are 9 Points of Focus- **REGALS WIN**
      ◦ Resident Social; Equity & Diversity, Global Awareness & Current Events; Academics & Intellectual Growth;
        Leadership; Service & Justice, Wellness; Identity & Vocation, Needs Based*
        ◦ All programs should be Needs Based
    ▪ It is important to create programs that you feel will benefit your specific community!
  ◦ Requirements
    ▪ 6 programs per semester with at least 4 different points of focus
    ▪ There are other requirements involved with programming that will be covered during RA Training!
    ▪ Eye-catching marketing is also important to encourage your residents to come to your programs!

• **Community Building Beyond Programming!**
  ◦ RAs also take time outside of programming and duty to connect with residents and create a community that
    fosters inclusion and is conducive to a strong living and learning environment.
Safety is a key component to community building

- We want to create an environment where our residents feel safe, your residence hall is your home away from home!
- What is duty?
  - It is time you spend in your hall and building community, ensuring the safety of the community.
  - You cannot program during duty!
  - Duty should not be your homework/studying night.
- Why do we do duty?
  - Most offices on campus close at 5pm, RAs can be there to answer questions for residents.
  - We want to make sure everyone is safe in case of an emergency.
- Duty Logistics
  - Duty hours are from 7pm-7am, every night of the year! *with a few exceptions like holidays*
    - Your duty rotations will vary based on the community you live in and how many RAs are on your staff, the hope is that everyone on your staff has about the same number of duty days!
    - You can expect to be in your hall/complex at all times from 7pm-7am if you’re on duty, and you must have the duty phone on loud!
      - Sunday-Thursday Duty: RAs are doing rounds from 7pm-11pm
      - Friday & Saturday Duty: RAs are doing rounds from 7pm-1am
  - You can go to bed after your last round, you are never expected to stay up until 7am... unless there’s a duty call.
• There are a few other things that you will have to keep track of as an RA outside of duty and programming!
  ○ Your supervisor will communicate all deadlines with you regarding anything RA related, but keep in mind the following.

• **Staff Meetings- Once a week, scheduled for two hours**
  ○ Mandatory!
  ○ Hear updates from Res Life, talk about your community and engage in ongoing training with your staff

• **1:1s with your Supervisor- Every other week, scheduled anywhere from 30min-1hour**
  ○ Discuss anything you'd like to regarding your community, your staff, and/or your development as an RA.
  ○ Every supervisor runs these differently!

• **RA In Service Meetings- Once a month in the Fall Semester**
  ○ This is when all RAs, from all 7 staffs come together for ongoing training
  ○ All important dates will be communicated with you in advance!
  ○ It is expected that you attend all meetings, as they are mandatory.
  ○ Communicating with your supervisor is important should you need to miss anything.
• “With great power comes great responsibility” - Uncle Ben, Spiderman
  ◦ Being an RA comes with a lot of responsibilities and expectations, we do our best to train you on as much as possible throughout the year
  ◦ It is important to communicate with your supervisor or SRA regarding things that seem challenging or things that you are struggling with.

• Teamwork is important!
  ◦ The RAs on any one staff are not meant to be cookie-cutter RAs, you each have unique qualities that will work well with each other and serve your residents.

• You live in a fishbowl...
  ◦ This isn't meant to be scary, it's important to be aware that people see everything you do, you'll run into residents on and off campus
    ▪ Everything you do will reflect on you being an RA both on and off campus!
  ◦ You are an RA all over campus and on social media, not just in your hall!
    ▪ RAs must follow all university policies for the full year of being an RA
This is a 9 month contracted position.

- As an RA, you pay the standard rate of housing regardless of placement.
  - No meal plan required.
- Your RA stipend is applied to your student account in equal installments at the beginning of the fall and spring semesters.
  - Stipends vary based on experience $9,300-$9,600+

- Training is for 2-3 weeks beginning Mid-August 2021.
  - We do go on a retreat at the beginning of training in Frazier Park, which is about 2 hours away from campus

- We have a minimum GPA requirement of 2.5 (cumulative GPA).
  - You are students first!

- Confidentiality is key in this position!

- Time management and work/life balance are very important; 15 hours allowed of extracurriculars outside of the RA position.
  - Athletics: You can be an athlete and an RA at the same time!
  - It's important that you have a conversation with your supervisor, if offered this position, so that you are both on the same page regarding your time commitments outside of this position.
  - You MUST keep your supervisor in the loop regarding off-campus jobs and off-campus internships.
    - We want to make sure that you are taking care of yourself and not overloading your schedule.

- RAs are ineligible to hold another campus job!
• RA Application
  ◦ RA Applications will be due on Sunday, February 21, 2021 by 11:59pm!
  ▪ RA Applications will be due on Sunday, February 21, 2021 by 11:59pm!
  ▪ Recommendation Forms - will be emailed to you with the link for the RA Application.
    • This form is meant to completed by a current RA on campus, please provide your RA with these forms before February 21st.
    • If you are unable to have a current RA complete this recommendation form, please contact Malik Burton, Coordinator for Res Life & Student Conduct, as soon as possible (mburton@callutheran.edu).
  ◦ Upon submitting your application, email a PDF of your resume to Malik Burton!
    ▪ Career Services is available to help you with resumes and mock interviews, contact them as soon as possible!
• Initial Interview
  ◦ Candidates will receive an email about their application status. If moving forward, initial interviews with a Graduate Resident Director and 1-2 Senior Resident Assistants is the next step in the process!
    ○ Sign ups begin: Tuesday, February 16, 2021.
    ○ You can sign-up for your interview by calling the Res Life Office at (805) 493-2020.
  ▪ Interviews will be between February 22-26.
• Group Process
  ◦ All initial interview candidates will take part in the Group Process activities, this is our time to see you work in a group setting.
  ◦ Group Process will be on Sunday, March 7, 2021. You will sign up for Group Process when you sign up for your initial interview. You must contact Malik Burton if you are unable to attend.
• **Transition to Phase 2**
  ◦ The Final Interview.
  ◦ **Wednesday, March 10th** - you'll receive an email regarding the next steps of the RA Selection Process.
  ◦ **Friday, March 12th, 2021** at noon – deadline to schedule final interview.
  ◦ **RA Final Interviews will occur March 15-19.**

• **Final Interview**
  ◦ Final Interviews are with our professional staff members and Graduate Resident Directors
  ◦ We will provide you with a hall preference form to bring to your interview

• **Final Letters**
  ◦ All final interview candidates will receive an electronic letter via email on **Wednesday, March 24th, 2021.**
  ◦ Letters contain offer status: offered a position on an RA staff, offered an alternate position, or you were not offered a position.
    ▪ If you were not offered a position, we still encourage you to re-apply in the future!
    ▪ Being offered an alternate position means that you could be offered a position on a staff at any point through the next academic year should there be a vacancy on any staff.
    ▪ Students who were offered positions AND alternate positions, MUST accept or decline their positions by **Friday, March 26, 2021.**
These are the 5 questions that will be asked in the RA Application, feel free to prepare your answers before beginning your RA Application. You must limit each response to 250 words or less.

• Why are you interested in becoming an RA? What skills do you possess that will help you be successful in the RA role?
• Please describe a successful team that you were a part of and what you learned from this experience. What made this team successful and how did you contribute to the success of the team?
• Tell us about a time when you stepped in to help someone with a problem. How did you know when to step in?
• Please provide an example of when you built a relationship with someone who had a different identity than your own. What did you learn from this experience that will help you to build an inclusive community with your residents as an RA?
• Please describe how you navigated a personal or professional conflict with someone else. What was the result of the conflict and what did you learn from this experience?
• Contact us!
  ◦ We are located in the Mt. Clef Residence Hall
  ◦ Our number is (805) 493-3220
  ◦ Our email is reslife@callutheran.edu
• Contact Malik Burton, Coordinator for Residence Life & Student Conduct, if you have any questions (mburton@callutheran.edu).
• In order to receive the application to apply for the position, you must contact Malik Burton!
  ◦ Please remember that applications are due by Sunday, February 21, 2021 at 11:59pm!
• The Summer RA Selection Process is currently TBD based on summer housing availability.
  ◦ We do not allow students to be RAs in both the Summer and the Academic Year due to conflicting schedules with the contract.