Dear Resident Assistant Applicant:

We are excited that you have decided to apply for a Resident Assistant (RA) position at the University of North Dakota. The RA position offers support, assistance, and education for students in residence hall and apartment communities. It is a once in a lifetime opportunity to have a significant and meaningful impact on the lives of your peers. The RA position also provides an amazing opportunity for individual growth and development. This packet contains important information regarding the RA position and the selection process.

The application is located at the following website: APPLY HERE.

You must review the entirety of this packet. Completing this application will help you understand whether you meet the minimum qualifications and determine if the RA position is right for you. In this packet, you will find information on the following:

- Resident Assistant Selection Timeline
- Resident Assistant Qualifications and Benefits
- Living Learning Communities
- Residence Hall Information and Tours

If you have further questions, please feel free to contact any of our professional Housing & Residence Life staff. You may also contact me at 701-777-6281 or stuart.lickteig@UND.edu.

Sincerely,

Stuart Lickteig
Associate Director, Residence Life
Housing & Residence Life

Please note: if you are a past University of North Dakota RA (and not a current RA) and you want to reapply for an RA position, please contact stuart.lickteig@UND.edu for more details about reapplication.
Resident Assistant Selection Timeline
Hiring RAs for the 2020-2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 NOV 2019</td>
<td>RA application opens and information packet becomes available</td>
</tr>
<tr>
<td>31 JAN 2020</td>
<td>RA applications due at 11:59:59 pm (Applications received after the deadline will not be considered as part of the selection timeline)</td>
</tr>
<tr>
<td>7 FEB 2020</td>
<td>Applicants contacted about selection process status (by 4:30 pm)</td>
</tr>
<tr>
<td>14-15 FEB 2020</td>
<td>Applicants participate in selection processes on February 14 or 15, 2020</td>
</tr>
<tr>
<td>25 FEB 2020</td>
<td>Applicant Review Completed</td>
</tr>
<tr>
<td>3 MAR 2020</td>
<td>Applicants notified of hiring status</td>
</tr>
</tbody>
</table>

Application
We want applicants to invest considerable time considering if the RA position is an opportunity worth pursuing. We expect that you will review the information provided in full and put thought and energy into your application. We have made significant effort to be transparent about what the RA position entails and be clear about the application expectations. The application will ask for basic information about yourself, your placement interests, and scheduling for our selection process. There are also four essay questions which we encourage you to be thoughtful when answering. The essays will be scored by Housing and Residence Life Staff and used to evaluate which applicants will move forward to the Group and Individual Interview Process.

Group and Individual Interview Process
Successful applicants will be scheduled to participate in our selection process. This process will consist of multiple small-group activities observed and facilitated by current para-professional staff members. The site of the Group and Individual Process will be Smith Hall Room 40. Applicants will participate in one of the following sessions: Friday, February 14 from 6 - 9 pm or Saturday, February 15 from 9 am - 12 pm or 1 - 4 pm.
Notification of Preliminary Application Status

On February 7, applicants will be notified of their preliminary application status. We do this preliminary notification so that applicants not chosen would be notified immediately to make alternative living arrangements. Qualified applicants will be informed that their applications will be reviewed for open positions in our residential communities.

Notification of Final Decision

Applicants will be notified of the final decision (if they are hired, if they are placed in the alternate pool, or if they are removed from the process) via email on March 13, 2020.

Resident Assistant Position Description

Resident Assistants play an important role in building safe and inclusive learning communities. Successful Resident Assistants will be engaged, team-oriented students who have a passion for learning, strong interpersonal skills, and a positive attitude. Resident Assistants serve a key role in facilitating and promoting student retention and sense of belonging at UND.

Academic Qualifications

To apply for the position, applicants must:

- Be enrolled in twelve credits (undergraduate) or nine credits (graduate) of residential/on-campus course work at UND at the time of application and must have earned 24 credit hours (Sophomore class standing) by the start of their employment with UND Housing.
- For students who are studying abroad at the time of their application for an RA position the department will verify that, for the semester immediately preceding the applicant’s semester abroad, the candidate was enrolled in twelve credits (undergraduate) or nine credits (graduate) of residential/on-campus course work at UND.
- For non-residential applicants, the candidate must have group living experience (living in a residence hall at another campus, on a military base, etc.) for at least two semesters or equivalent.
- Complete 24+ credits when credit hour checks are conducted at the end of the spring semester.
- Available entire academic year
- A cumulative GPA of 2.75 or higher at time of application. A student staff member must maintain at least a 2.75 cumulative and 2.75 semester GPA during every semester of employment.

Students applying who have already earned a UND GPA but who do not meet the 2.75 GPA criteria when grade checks are completed in January will automatically be removed from the application process.

First-year students can apply for the position, even though they will not yet have a UND GPA until January. However, grade checks will be done in January, and if a first-year student did not meet the GPA requirement during their first semester they will automatically be removed from
the application process. All staff hired will have their grades checked prior to starting in the position and every subsequent semester they are employed.

Requirements & Qualifications

Applicants must be in good standing with the University. An applicant may not have active or unresolved violations of the Code of Student Life or any incomplete judicial sanctions (ex. community service hours, alcohol or drug education courses to complete, restitution, etc.). Applicants must be in good financial standing with the University. All student staff members are expected to meet payment for tuition and fees.

As a security sensitive position, applicant must successfully pass a criminal background check administered through the University.

RAs must role model and demonstrate positive visibility within the halls. RAs will display strength of character, good judgment, flexibility, responsibility, involvement and commitment to student life and the University. RAs must follow all local, state, and federal laws in addition to all university, departmental, and supervisory policies.

Appreciation and interest in different viewpoints, cultures and lifestyles.

Personal attributes of maturity, honesty, self-reliance, motivation, initiative, openness, creativity and enthusiasm.

RAs are not permitted to hold any employment outside the RA position, this includes but not limited to student teaching and certified flight instruction. Employees with extenuating circumstances may discuss outside employment with their supervisors.

*Due to the Fair Labor Standards Act (FLSA) requirements, non-resident aliens are limited to work a maximum of 20 hours per week and, therefore, are not permitted to hold outside employment (other than their RA position) at any time during academic sessions throughout their employment as an RA."

*Please note that salary earned in this position may affect student financial aid.

Hiring paperwork must be completed prior to starting the position (including I-9 paperwork).

Non-academic commitments outside the RA position (extra-curriculars, Greek Life, clubs, student involvement, leadership organizations) are limited to approximately 10 hours per week and require supervisor permission.

Each Resident Assistant is allowed, with supervisor approval, 10 nights away each semester (a night away is any night when you have not returned to your building by 2 AM). University breaks are not included in these nights away.

Compensation

Resident Assistants will receive:

- $575 Monthly Stipend*
- A private room for the duration of employment (valued at approx. $3,636 per contract period). Please be aware that UND Housing retains the rights to assign roommates to
student staff members whenever necessary to accommodate the number of contracted students who require space on campus.

*If, for any reason, the student staff member leaves their position before the end of the agreement period, their stipend amount will be prorated based on the final date of employment.

**Dates of Appointment**

The 2020-2021 Resident Assistant appointment period is:

- August 3, 2020 - May 16, 2021

Training in August will take place Monday – Friday and minimal evenings and weekend days. Attendance is a required condition of the position.

There is additional training before the start of the spring semester to refresh on materials and procedures. The dates for this training are:

- January 7-8, 2021

**Core Purposes and Responsibilities of RA Position**

RAs play a critical role as Housing and Residence Life seeks to create a caring and respectful community in which everyone can feel included and develop a sense of belonging. Connection and engagement experiences will be available to all residents with a focus on helping, supporting, and empowering those experiencing identity-based barriers. The intent is to increase and strengthen a sense of belonging, so students are more able to reach their goals.

RAs will engage in several different strategies to help residents develop a sense of belonging and will vary depending on whether an RA lives in an apartment or residence hall community. Responsibilities include:

- Connecting with people, including residents, team members, supervisors, and campus partners.
- Connecting people to each other, including helping residents create community between each other, supporting LLCs (if applicable), and connecting students to campus resources.
- Creating a positive staff presence in the halls through duty rounds, desk hours, and programming.
- Providing student support to residents around navigating identity-based barriers, the general college experience (e.g., transition, academics), mental health, and more.
- Managing conflicts, including addressing behavior issues, roommate concerns, and floor issues.
- Completing administrative tasks such as scheduling meetings with residents, health and safety inspections, facility inventory, filling out incident reports, following up on assigned tasks, and general time management.
- Serving in an On-Call Duty rotation

To be successful, RAs should be skilled or be willing to develop competence in the areas below. It is worth noting that all these qualities listed are impacted by who we are, including our
identities and life experiences. There is no one way to be successful in these areas, and we seek applicants who can be successful in the ways that are natural to them.

- Resilience
- Time management
- Self-Awareness
- Interpersonal Skills
- Willingness to Learn
- Follow-Through & Ability to Manage Multiple Tasks
- Ability to Navigate Ambiguity
- Ability to Collaborate with Others

Is the RA Position for You?

The RA position involves varied tasks and responsibilities that can be both rewarding and incredibly demanding. Within Housing and Residence Life at the University of North Dakota, it is important to us that we are transparent about what being an RA entails in advance of application submission. We encourage you to read this list of tasks, responsibilities, and processes in detail and carefully consider if this is a position you want to take on. By applying to the position, we assume that you have read this list in full and have considered each statement's potential impact on you. Please feel free to contact housing@UND.edu for any clarification on any of these statements.

Why are RAs important?

Resident assistants are critical to student success at the University of North Dakota. As frontline advocates of self-care, academic achievement, and community involvement, no other singular resource on campus sees more student interaction. RAs have been and will be there for students on their best days and on their worst days. At any given time, they may fulfill the role of friend, mentor, and educator. As a peer currently entrenched in university life, RAs create and maintain communities that are rooted in mutual understanding. RAs set up environments that allow our students to feel home at UND.

Time Commitment of the RA Role

The RA position is based on a 20-hour work week. However, there is significant variation in the hours spent on the position from week to week. Although there are many structured elements of the position (e.g., duty shifts, regularly scheduled staff meetings), overall it is an unstructured position. Some time in the position it is pre-scheduled (e.g., roommate action plan with residents), whereas some time it is unscheduled (e.g., a resident knocking on your door to talk about a concern).

As an RA, many of your “working” hours would include non-traditional hours on evenings and weekends.

As a RA you will need to discuss and get approval for additional extracurricular activities, jobs, and other non-academic time commitments with your Resident Director. Additional commitments outside academics beyond 10 hours per week are typically not approved.
Working with Residents, Housing and Residence Life Team Members, & Campus Partners

As an RA you will need to interact with residents on a regular basis. This would involve you initiating conversations with people you may not know and working with residents who may not share your personal values.

As an RA you will be expected to help the people around you navigate conflict. Some of these individuals may also disagree with you (e.g., a resident does not like that you documented them for underage possession of alcohol).

As an RA there would be occasional instances when you would need to address larger groups of people. Such instances include conducting a floor or wing meeting, facilitating an event, or giving directions to large groups of residents during a crisis (e.g., fire alarm).

As an RA you would need to refer and/or work directly with several our campus partners. This includes but is not limited to: referring residents to the University Counseling Center, CVIC, or Student Health Services; calling and working with the University Police Department (UPD); and referring residents to the Office of Student Rights and Responsibilities.

As an RA you may assist residents with some very difficult conversations. You would not be expected to be an expert in any of these areas, but you would be expected to listen to residents and help refer them to campus resources. Such topics could include: sexual assault, bias incidents, mental health crises, relationship violence, and significant conflicts between residents. Supporting residents in these areas means that there will be some residents who are impacted directly in negative ways, and yet other residents who do not understand the depth of struggle or pain that some situations may cause. These individuals may be insensitive and make the situation more difficult (either unknowingly or knowingly).

As an RA you would need to collaborate with other campus entities, including staff at the Wilkerson Service Center, Facilities, ResNet, University Technology (UIT), Building Service Technicians (BSTs), and Dining. RAs are expected to be productive team members with these units.

RAs work regularly with other people. As such, as an RA you will need to have some self-awareness of yourself and how you interact with others.

Tasks & Responsibilities

As an RA you would be expected to fully support the University of North Dakota’s Mission and commitment to diversity and social justice. This includes, but is not limited to, actively supporting all people by creating a welcoming community, addressing hurtful and hateful comments, and learning about identity-based barriers that residents may face.

As an RA you would be expected to enforce and abide by all Housing and Residence Life policies and the UND Code of Student Life.

As an RA you would address after-hours facilities tasks such as replacing smoke detector batteries and shoveling snow away from exterior doors. Occasionally these will be higher-level facilities incidents (e.g., multiple rooms flooded due to a burst pipe). Response to these situations would be done with the support and direction of professional staff members.

RAs have considerable influence within their residential communities and on campus. With this influence comes the responsibility to be a productive role model. As an RA, you would be
expected to be a good role model and not engage in behavior that inhibits the ability of you or your RA peers to act with integrity. This applies to behavior within the residence hall, on campus, and electronically (e.g., social media). This includes responsible alcohol use if you are over the age of 21 and not consuming alcohol if you are under the age of 21. Use of illegal drugs or misuse of prescription drugs is prohibited.

As an RA, your position will at times include “other related duties as assigned.” This statement is used to reflect the nature of the Resident Assistant position. Supervisors may assign other related duties based on special circumstances, emergencies, crisis, staffing shortages, etc.

**Growth and Learning**

Although we provide RAs significant training, there are nuanced situations that RAs encounter that will not be covered in a manual or during training. As an RA you must be willing to be in ambiguous situations and possess the self-awareness to know when you need to ask for help (which is available 24/7 in the form of a Resident Director on Duty and through regular supervision relationships).

Within Housing and Residence Life, we expect the RA experience to be one of growth and learning. As an RA you will receive consistent feedback on your work in the position. We expect RAs to view feedback as an opportunity to grow and to incorporate supervisor feedback into future performance in the role. This experiential learning allows you to continue to grow throughout your time as an RA but can be stressful for some individuals.

For some individuals, part of the work of the RA position can be particularly taxing based on identity and life experiences. We will provide support and understanding, but this stress is unavoidable for many given the diverse human contact of the RA position.

**Departmental Notes**

UND Housing and Residence Life is a big organization and each of our residence halls are different. Although there are aspects of the RA position that are consistent across buildings, as an RA your experience would be different depending on the building you are in and the individual floor you are on. Although no RA experience is exactly the same, there is no one building or experience that is better than the other—just different!

The RA role is an educational one at UND. This would include supporting and executing our residential curriculum, the Housing and Residence Life mission statement, the strategic plan of the University, and the overall goals of the University.

As an RA, you would get some input into your building placement either through the initial application or through a reapplication process. However, as an RA you would be hired for the Housing and Residence Life team. There are instances when we need to move someone from their initially assigned building to another to meet departmental and resident needs.
Building & Placement Information

There are 14 on-campus residence halls within Housing & Residence Life at the University of North Dakota. You can learn more about each of these spaces, including their size, location, amenities and layouts at the housing website. Housing offers three different layouts for residence halls; community, suite and apartment style. Each year, nearly half of our RA spots are filled by returners. The remaining spots are filled from our new applicant pool. The RAs will be selected based on the qualifications, skills and strengths required for each specific building. Our staff sizes vary for different buildings depending on the size of the building and the number of residents assigned to it. Some information about all residence halls is provided here:

<table>
<thead>
<tr>
<th>Residence Hall Name</th>
<th>Number of RAs</th>
<th>Suite-Style</th>
<th>Community Style</th>
<th>Apartment Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bek Hall</td>
<td>5</td>
<td>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brannon Hall</td>
<td>8</td>
<td>*</td>
<td></td>
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<tr>
<td>Fulton Hall</td>
<td>4</td>
<td>*</td>
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<tr>
<td>Hancock Hall</td>
<td>2</td>
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<tr>
<td>Johnstone Hall</td>
<td>3</td>
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<tr>
<td>McVey Hall</td>
<td>8</td>
<td>*</td>
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<tr>
<td>Noren Hall</td>
<td>9</td>
<td>*</td>
<td></td>
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<tr>
<td>Selke Hall</td>
<td>9</td>
<td>*</td>
<td></td>
<td></td>
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<tr>
<td>Smith Hall</td>
<td>6</td>
<td>*</td>
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<tr>
<td>Squires Hall</td>
<td>4</td>
<td>*</td>
<td></td>
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<tr>
<td>Swanson Hall</td>
<td>5</td>
<td>*</td>
<td></td>
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<tr>
<td>University Place Apartments</td>
<td>7</td>
<td>*</td>
<td></td>
<td></td>
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<tr>
<td>Walsh Hall</td>
<td>8</td>
<td>*</td>
<td></td>
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<tr>
<td>West Hall</td>
<td>8</td>
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***The number of RAs and placements are dependent on hall occupancy.

Dining Centers

All RAs are required to have a meal plan. Wilkerson Dining Center and Squires Food Court are the two main options RAs can use on campus. There are also some coffee shops, convenience
stores, and snack bars around campus where RAs can spend their dining dollars in. Dining information can be found at the [dining services website](#).

**Duty Expectations and Coverage**

**Purposes of Duty:**

<table>
<thead>
<tr>
<th>Community Connections:</th>
<th>Safety &amp; Security:</th>
<th>Upholding Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Assistants can promote and sustain leadership by maintaining positive peer-leader relationship during Duty Rounds. Rounds are an opportunity for RAs to be available and have conversations with residents on their “turf.”</td>
<td>RAs are trained in how to handle crisis response and emergency protocols. Additionally, RAs work closely with the University Police Department (UPD) and the Operations Center (OPS). Through duty rounds, RAs will uphold the safety and security of residence hall environments.</td>
<td>It is important that RAs understand and uphold all University and residence hall regulations, policies, and procedures. RAs should utilize an educational approach to address students about policies as well as the impacts of their behavior.</td>
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**Duty Coverage**

Resident Assistant on Duty hours are from 4:30pm-8:00am on Monday-Friday, and 24-hour coverage on weekends and UND-recognized holidays. In most residence halls on campus, there will be one RA on duty on Sunday-Thursday and two RAs on duty during weekends (Friday and Saturday). The RA on duty will answer and respond to any calls received from residents during that time.

While on duty, RAs will complete office hours from 7:00pm-9:00pm, Sundays - Thursdays. During office hours, RAs will make themselves available to residents who have questions or need assistance. RAs are welcome to complete homework, study, and work on job responsibilities such as bulletin boards or door decs during office hours.

Duty rounds consist of building walks in which RAs should uphold policy, ensure safety and security of the building, and engage with their community. During duty on Sunday-Thursday the RA will complete two rounds: one before the start of quiet hours (begins at 10:00pm) and one after quiet hours. On the weekends, RAs will complete three rounds – one must be at or after midnight.

Because all residence halls are open during holiday breaks, the area RA staff will need to cover the following UND-recognized holidays and holiday breaks. This will be scheduled as a staff and multiple building staffs will be combining to cover duty for these holidays.
Living Learning Communities

An environment for residents to live, learn and study with other students that share their major or area of interest. A Living Learning Community is all about finding a group of people to talk with and to do things with, having a sense of belonging, and having the freedom to explore and discover. It’s about living and learning together!

Residents will experience a greater sense of community, an integrated approach to intellectual and personal growth, and stronger connections between classrooms and everyday life.

There are currently 9 Living and Learning Communities (LLCs) available to residents at UND, listed below.

- Atmospheric Science
- Aviation
- Business
- Education
- Engineering
- Go Global
- Honors
- Social Justice
- Wellness

Supervision

There are two live-in staff members per two-building area. A full-time Resident Director (RD) will supervise the entirety of a two-building area. A Community Assistant (CA) will provide support and aid to the Resident Director for supervising the area. Your direct supervisor will be a full-time Resident Director.

Your direct supervisor will host weekly staff meetings for the building RA staff in order to discuss need-to-know information in a group setting. RAs will also have bi-weekly one-on-one meetings.
with their direct supervisor to discuss their residential communities, programming/residential curriculum requirements, as well as their academic and personal well-being.