Resident Assistant Application Checklist & Timeline

☐ **Step 1: Attend an Information Session via Zoom**

Monday, Jan. 25 from 6:00pm – 7:00pm
https://uis.zoom.us/j/86744762299?pwd=NHJaVzVuVGNhWVRBbGIIVWcSbVZQT09

Thursday, Jan. 28 from 6:00pm – 7:00pm
https://uis.zoom.us/j/85759501465?pwd=YkVaeDBUU3lXT1dQdVc5blpsenyVzZ09

Friday, Jan. 29 from 6:00pm – 7:00pm
https://uis.zoom.us/j/85363865256?pwd=TTVsTWFlRGhQL21DV2Z4MXQ0Znfkdz09

☐ **Step 2: Apply on Career Connect**

- Complete a profile on Career Connect. This includes submitting a resume for approval. Do not wait to the last minute, as the Career Center must first approve your resume. If you need assistance with this process, please contact the Career Center.
- Apply for the “Resident Assistant for 2021-2022” position on CareerConnect.
- Applications are due by **5:00pm on Monday, Feb. 1**. Late or incomplete applications will not be accepted.

☐ **Step 3: Apply for a Housing Contract**

- All RAs are required to have a housing contract on file with our department. Please apply for a housing contract by the specialty housing deadline (Friday, March 5). You can find more information about that process at: https://www.uis.edu/residencelife/forms/contractrenewal/
- Should you not be hired as an RA and/or if you should choose not to accept the position, you will have the option of canceling your housing contract at a later date.

☐ **Step 4: Interview via Zoom**

- Interviews will be held Wednesday, Feb. 10 – Friday, Feb. 12.
- Interview sessions will be held via Zoom and will last approximately 30 - 45 minutes.
- Candidates are not guaranteed an interview. If you are selected for an interview, we will contact you via email with further details including time, date and Zoom links.

<table>
<thead>
<tr>
<th>Applications Available</th>
<th>Monday, Jan. 11 (CareerConnect Website)</th>
</tr>
</thead>
</table>
| Information Sessions via Zoom (links above) | Monday, Jan. 25 from 6:00pm – 7:00pm  
Thursday, Jan. 28 from 6:00pm – 7:00pm  
Friday, Jan. 29 from 6:00pm – 7:00pm |
| Online Application Due | Monday, Feb. 1 at 5:00pm (Submitted Online) |
| Interview via Zoom | Wednesday, Feb. 10 – Friday, Feb. 12 |
| Decision Notifications | Friday, Feb. 26 via email (Anticipated) |
| Acceptances Due/Housing Apps Due | Friday, March 5 by 5:00pm (Anticipated) |
| Spring RA Training | Friday, April 30 from 2:00pm-5:00pm (Location TBD) |
Resident Assistant Qualifications

- Registration as a full-time, UIS degree-seeking student for each semester of employment. Applicants with undergraduate student status must be registered for at least 12 credit hours per semester, not to exceed 18 credit hours per semester. Applicants with graduate student status must be registered for a minimum of nine (9) credit hours per semester.

- Two (2) semesters of post-high school College or University enrollment by the first day of employment. One of these semesters must be completed at UIS.

- One (1) semester of a relevant group on-campus living environment experience (residence halls, apartments, town houses, etc) prior to employment for the RA position. This semester must be completed at UIS.

- A cumulative minimum GPA of 2.5 for undergraduate students and 2.75 for graduate students during the term of employment. Additionally, undergraduate RAs must achieve a minimum 2.5 GPA and graduate students must achieve a minimum 2.75 GPA each semester to remain in good academic standing with the Department. RAs failing to meet any of these academic requirements during any one semester will be placed on academic probation. RAs who fail to meet any of these requirements for two consecutive semesters will be terminated. **Candidates will need a minimum of a 2.5 cumulative undergraduate GPA or 2.75 cumulative graduate GPA to apply. Should you drop below a 2.5 semester or cumulative GPA prior to your start date, your offer will be rescinded.**

- Be in good standing with the University of Illinois at Springfield and the Department of Residence Life (academically, judicially, financially, etc). RAs must remain free from disciplinary infractions throughout the entire time of employment.

- Maintain weekly evening and weekend availability (limit evening classes to a minimum). Availability to serve in the weekly on-call rotation, and remain on-campus 2 weekends (min.) per month is required.

- Maintain strong communication and interpersonal skills, and a commitment to the principles of Residence Life.

- Attend and fully participate in the mandatory August and January training sessions and all required in-service training programs as scheduled.

- Effective communication, leadership, and organizational skills.

- Respect for, and appreciation of, the diversity of the University of Illinois Springfield campus.

- Willingness to work daytime, evening, and weekend hours as scheduled, plus hours during holidays and between academic terms.

- Remaining on campus until closing duties have been completed and until the RD gives authorization to leave. During Winter, Spring, and holiday breaks, RAs are required to continue an on-call rotation.

- Other important working dates are as follows, as you may work a portion of these breaks: Thanksgiving Break, Winter Closing, Spring Break, Martin Luther King Jr. Day, RA Selection Process, and Spring Training (4/30/2021).

- During the term of employment, the RA will not accept any time commitment or assignment competing with the responsibilities of the RA position without first receiving permission to do so from his or her Resident Director, in consultation with the Director of Residence Life.
University of Illinois Springfield, Department of Residence Life

Resident Assistant Position Specifics

➢ **Community Development**: Maintain a proactive approach to making students feel a part of the community, including but not limited to development of door decorations, one-on-one interactions, and event planning efforts. Be aware of and respond to potential problem situations in your hall/court. Actively support other residence life staff and RHA/Community Council. Demonstrate a willingness to assist other staff with incidents, activities, problems, or situations that develop.

➢ **Diversity**: Serve as a role model for students in broadening their awareness of diversity. Engage in activities, training programs, and other experiences which broaden your own cultural competency. Support programs and activities specifically geared toward broadening students’ multicultural awareness.

➢ **Role Modeling**: Set a positive example at all times. Actively support, enforce, and abide by University and Residence Life policies, regulations, and procedures. RAs are expected to maintain a clean and presentable living space within their residential communities. RAs are required to get written permission from the Director, or his/her designee, before speaking on behalf of the department.

➢ **Personal Development**: Availability to attend Resident Assistant Training and on-going training sessions deemed necessary by the Department of Residence Life. RA staff meetings will be scheduled by the Resident Director he/she determines the time which best fits all schedules, including at various times of the week or weekend. Resident Assistants must have flexibility in their course schedule to accommodate these staff meetings. RAs will be expected to attend regular 1:1 meetings with their RD to discuss their job performance, goals, and employee growth.

➢ **Customer Service**: RAs will be expected to complete regular hall desk hours, where they will provide customer service to our residents, complete administrative tasks, and represent the Department of Residence Life. In addition, RAs will serve in regular on-call rotations to respond to emergency situations throughout campus.

### Resident Assistant Compensation Package

<table>
<thead>
<tr>
<th></th>
<th>Apartment/Townhouse RA</th>
<th>Residence Hall RA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Pay Per Week</strong>&lt;br&gt;(Approx. 36)</td>
<td>$115.00</td>
<td>$105.00</td>
</tr>
<tr>
<td><strong>Gross Pay Per Academic Year</strong></td>
<td>$4,140.00</td>
<td>$3,780.00</td>
</tr>
<tr>
<td><strong>Meal Plan Per Semester</strong></td>
<td>$550.00</td>
<td>$850.00</td>
</tr>
<tr>
<td><strong>Rental Value Per Semester</strong></td>
<td>$3,805.00</td>
<td>$3,805.00</td>
</tr>
<tr>
<td><strong>Total Annual Compensation</strong></td>
<td>$12,850.00</td>
<td>$13,090.00</td>
</tr>
</tbody>
</table>

Thank you for your interest in applying for the Resident Assistant position! If you have questions about the position or application process, please contact our Resident Assistant Selection Committee Chairs:

- **Talor Mourning**, Assistant Director of Residence Life, Community Development | tmour2@uis.edu
- **Kyle Roughan**, Resident Director of Founders Hall | kroug2@uis.edu
- **Melissa Ellis**, Resident Director of West Campus Townhouses | melli8@uis.edu