



# Residence Life and Housing

UNIVERSITY OF COLORADO  
**COLORADO SPRINGS**

## Resident Assistant Recruitment

Dear Candidate,

Thank you for your interest in the Resident Assistant (RA) position with the Department of Residence Life and Housing. RAs play a vital role in our department. The day-to-day interactions you will have with students can be the most significant contact they experience while being a student at the University of Colorado Colorado Springs. You truly can make a difference!

This position will also make a difference in your life. You will have the opportunity to challenge yourself in new ways, develop skills that you will use throughout your lifetime, and build new relationships with a wide array of people you may otherwise never meet!

Our selection process is designed to help you discover if this position is right for you, and to help us determine your readiness and fit with our department at this time. Please take time to review this packet as you apply. Included is a description of the various components of the process and an estimated timeline for your reference. We do our best to adhere to the timeline but if at any time you would like to know your status in the process, please do not hesitate to contact us.

Again, thank you for your interest in becoming a part of the Residence Life team! We look forward to getting to know you better through this process and wish you the best!

Molly S. Kinne

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Director of Residence Life

University of Colorado Colorado Springs

719-255-4323

**Our work is guided by the following ideals:**

**Department of Residence Life and Housing Mission Statement**

The mission of the Office of Residence Life and Housing ("Residence Life") is to provide our students with a positive residential environment conducive to learning and personal growth, including a commitment to the maintenance and operation of the physical facilities of all student residential areas.

**Residential Curriculum:**

Our educational priority states: Community members will be independent citizens exploring healthy, life-enriching opportunities in a supportive and respectful living environment.

Our four learning goals are:

- Belonging
- Individuality
- Citizenship
- Growth

**About the Position**

Residents Assistants are students whose role is to fulfill the Department of Residence Life and Housing mission to provide students with a positive residential environment conducive to learning and personal growth, including a commitment to the maintenance and operation of the physical facilities of all student residential areas. RAs facilitate a positive residential environment by assisting in implementing the Residential Curriculum listed above.

The RA position is considered a 25-hour per week position. Those hours encompass, but are not limited to, participating in on-going training and staff development, interacting one on one with residents, facilitating community development, performing rounds of the halls, and attending weekly staff meetings and individual meetings with their supervising Residence Hall Manager (RHM). This can be a demanding position, as you are never really "off" as an RA. However, personal balance and time away from the hall is encouraged.

Minimum Qualifications:

1. Enrolled as a full-time, degree-seeking student at UCCS and must have a previous semester grade point average of 2.5. If the previous semester GPA falls below a 2.5, the RA will be on a probationary period at the discretion of the Residence Life and Housing staff or may be terminated.
2. Any RA who will be below full-time status (12 credit hours) during employment must consult the Residence Hall Manager or designee prior to going below full-time status.
3. Any RA who wishes to take above 18 credit hours per semester, must obtain permission from the Residence Hall Manager or designee.
4. Outside activities and/or jobs must be limited to 10 hours per week for first year RAs, or 15 hours per week for returning RAs. These are defined as any time commitments that occur outside of scheduled classes. These activities must be adjusted so that they will not conflict with RA responsibilities, including, but not limited to the scheduling of duty nights, staff meetings, training sessions, and certain programmatic responsibilities.
5. Per the University of Colorado Colorado Springs policy 300-020 effective July 1, 2014 stipulates the number of on campus hours allowed by a student employee. The maximum number of hours a student employee may work is 25 hours per week. This number is inclusive of all positions held on campus, across all departments and offices. Furthermore, RA positions require an average of 25 hours per week of work.

As a result, RAs will not be approved for additional on campus employment. \*Participation in clubs or organizations that are **non-paid positions do not count** against the 25 hour per week maximum.

6. It is expected that one's RA responsibilities are prioritized over all extra-curricular activities. Any academic, extra-curricular or employment commitments above these levels must be discussed with the Residence Hall Manager or designee prior to assuming and remaining in the RA position. No exceptions will be granted for first year RAs during their first semester of employment.

### Preferred Qualifications

The RA position requires maturity, commitment. Self-discipline, and the desire to serve other students. With training, candidates should have the ability to:

- Have lived in a residential on-campus community for at least two semesters (at any university or college).
- Proven academic performance and successful participation in extra-curricular activities. This includes involvement in UCCS student organizations and clubs.
- Work effectively and cooperatively with a diverse range of individuals and groups
- Respect and value the diverse contributions of all University community members
- Utilize well-developed interpersonal communication skills
- Display effective leadership skills
- Engage in effective decision-making
- Approach peers in a fair and effective manner when misconduct occurs
- Acknowledge and uphold professional standards, integrity, and ethics.

### **What You Will Gain**

#### *Experience*

- Opportunities for leadership, teamwork, and mentoring
- Training on topics such as diversity, community development, organization, and much more
- Peer confrontation, assertiveness, and conflict mediation skills
- Organization and time management experience

#### *Compensation & Other Benefits*

- Provided room and board
- Stronger connections with students, staff, and faculty
- Life-long friendships
- Transferrable skills for any future profession

### **Things to Consider When Becoming a Resident Assistant**

#### *Employment Commitment*

The RA position entails a commitment for the entire 2024-2025 academic year. The time frame of employment starts in August 2024. In August, you will be expected to complete select online RA training modules. Beginning in August, you will be expected to be on campus for RA training (typically 2-3 weeks prior to the semester beginning). Each small staff meets one evening per week. It is recommended (not required) to avoid registering for Tuesday evening classes as staff meetings tend to occur on these nights.

### *Financial Aid*

Employment may affect financial aid for some RAs. Interested applicants are encouraged to check with the *Financial Aid and Scholarships Office* to see how this may affect financial aid awards.

### *Building Preferences*

Residence Life and Housing strives to build a cohesive team for each of the areas on campus. Therefore, it is not always possible to accommodate placement requests. Applicants may voice their desire to work in a particular community, however, candidates will be placed based on the individual's professional growth and staffing needs.

### *Learning Communities*

There are a number of floors in the residence halls with academic or programmatic specialties. The current learning communities are Business and Healthcare. Learning communities in the past have included topics such as: Colorado living, wellness, nursing, engineering, PGM/sports management, education, etc. RAs pursuing a major within a college with a learning community will have priority to be placed in that community. Please indicate on the application if you are open to serving on a learning community.

### *Candidate Pool*

Each year, qualified candidate numbers exceed the number of available positions. Qualified candidates who are not immediately offered a position are placed into the "Alternate Pool". After the initial hiring process, positions often become available for a variety of reasons, and are offered to candidates from the pool. While not guaranteed, some pool candidates in recent years have received an offer. If not immediately selected, qualified applicant files remain active for a one-year period.

### **Application Process Tips**

- Carefully read all of the information included in this packet.
- Talk to current RAs and Residence Hall Managers before the process to gain a good understanding of the position.
- Ask your reference ahead of time if they would be willing to give you a positive reference rather than just giving their information to provide you a reference.
- Think about your past experiences and how they may relate to the position.
- Be yourself! Tell us what you think, not what you think we want to hear.
- Practice. Think about possible questions and how your experiences may relate to them.
- Know your strengths and skills and how you will communicate them verbally and in writing.
- Be on time for all appointments. Arrive about 10 minutes early so you have time to relax and prepare.
- Prepare questions you would like to ask.
- Dress professionally. Business casual attire is encouraged.
- Speak confidently during all sessions. We are looking for honest and sincere answers.

### **Estimated Resident Assistant Interview and Selection Timeline**

#### *Information Sessions*

Applicants are required to attend an Information Session. During the Information Session, you will meet current staff to learn more about the position and determine if becoming a resident assistant is a good fit for you.

*Application deadline Due by February 14, 2024 at 5pm* -- Applications can be found on the Residence Life and Housing website, <https://residence.uccs.edu/current-resident/information/ra-selection>  
You will be asked for references so be sure to ask your potential references if they would be willing to serve in that capacity. Additionally, you will be asked for a current resume so update your resume to include any new experiences and adapt to fit the job description.

#### *Interviews*

Each candidate chosen to move forward from individual interviews will schedule to meet with the Director and/or with Residence Hall Managers. Interviews will last approximately 30 minutes and will allow time for candidates to ask questions.

#### *Decision Letters Sent*

Candidates will receive decision letters via email. Those who are offered positions will be asked to accept the position within a week of receiving the email.

#### *RA Training* – TBD (Typically two weeks before semester starts)

All RAs are expected to come back to campus early for staff training and preparation of the residence halls. The training will consist of all staff activities and individual staff training.

#### *Residence Hall Opening* – TBD

All RAs are expected to be available to help facilitate the opening of halls and resident check-in.

#### **Please Remember**

Interviews are an opportunity to tell us why you should be hired for this position! Impressions are important, so present yourself in a positive manner. Business-casual dress is encouraged for all interviews.

#### **UCCS is an Equal Opportunity Employer**

University of Colorado Colorado Springs is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to race, color, national origin, religion, sex, disability, age, Veterans status, sexual orientation, gender identity, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

**Find more information at** <https://residence.uccs.edu/current-resident/information/ra-selection>