



# Resident Assistant Application Packet 2019-2020

## **Important Dates to Remember:**

- Informational Meeting: Thursday, Nov. 1<sup>st</sup>, 9:30pm  
in the Science Building (Rm 145)
- Application Due Date: Wednesday, Nov. 7<sup>th</sup>, by 4:30pm  
to Student Development (SSB 218)
- Interviews: Monday, November 12<sup>th</sup> –  
Wednesday, November 28<sup>th</sup>
- Share your Collage: Thursday, November 29<sup>th</sup> –  
Friday, December 7<sup>th</sup>

**WHEATON COLLEGE  
RESIDENT ASSISTANT  
FALL 2018  
SELECTION PROCESS TIMELINE**

Thursday, October 25	Applications available in the Student Development Office. Interview sign-up schedule available in Student Development Office. Information table set up in Beamer Center from 9am-2pm.
Thursday, Nov 1	Informational meeting for all interested RA applicants with the Dean of Residence Life and Residence Directors @ 9:30 pm in the Science Building lecture hall (Rm 145).
Oct 19 – Nov 1	Before your RA fills out your reference form, you must have a 15 to 20 minute conversation with him or her.
Oct 19 – Nov 1	After your application has been submitted, sign up in the Student Development Office (SSB 218) for an interview time and a collage time.
<b>DEADLINE: Wednesday, Nov 7</b>	All application materials due in the Student Development Office <u>before 4:30 pm</u> . All applicants must be signed up for an interview date and a collage date.
Nov 12 – Nov 28	Interviews with a team of Residence Life staff: two RAs, one ARD/GRA/RD or the Dean of Residence Life.
Nov 29 – Dec 7	Collages with a group of up to 10 other RA candidates, three to four RDs, and the Dean of Residence Life.
Wednesday, December 12	Emails will be sent to all applicants regarding RA selection.
Friday, December 14	Signed letters are due in the Student Development Office <u>before 4:30 pm</u> .



October 2018

Dear RA Applicant:

We are excited you are exploring the possibility of serving the Wheaton College community as one of 35 Resident Assistants (RAs) during the 2019-2020 academic year. The enclosed packet of information is intended to help you discern if residence life is where God is asking you to serve Him next year.

Residence Life is looking for students who desire to invest in the lives of others within our community and want to help create physically and relationally supportive environments where students are challenged to live out the body of Christ and grow in His likeness. We are looking for RA candidates who are able to speak to and share about experiences of growth they have had in the seven residence life goal areas (Spiritual, Identity, & Intercultural Formation, Healthy Relationships & Healthy Living, Intellectual & Community Responsibility). We are also looking for men and women who are teachable, have integrity, and exhibit leadership potential. Our desire is to hire a diverse staff team that represents the diversity of our student body living in the residence halls.

The benefits of being an RA are enormous. RAs learn about themselves and about working with and serving others. The commitment and sacrifices to be a Resident Assistant are significant, but the rewards of seeing students grow and mature more into the likeness of Christ are priceless. We have found this job continues to give and bless individuals well beyond their college years. Recent RAs specifically shared they grew in the following areas:

- More skillfully learned how to integrate their faith into their daily lives
- Grew in self-awareness of their strengths and weaknesses and how God has uniquely gifted them
- Developed new awareness and engagement in conversations about race and diversity
- Grew in humility
- Learned how to balance multiple commitments and priorities, including ministry, academics, and self-care
- Grew in ability to navigate conflict and care in difficult conversations
- Engaged in new levels of honesty with staff members that helped them envision how one should live into community in the future

The total financial benefit of being a Resident Assistant will include a \$1420 taxable stipend, and a double room credit for the full 2019-2020 year, which is approximately worth \$5,968 (2018-2019 rates). Room rates have not been set for the 2019-2020 as of today, but the total financial package will be around \$7,388.

We would ask that as you participate in the RA selection process, you also prayerfully consider how God is calling you to serve Him next year.

Sincerely

Justin Heth  
Dean of Residence Life

# Resident Assistant Job Description

*Part-time position*

An RA

*With the support and supervision of an RD*

helps to create

**RELATIONALLY** and **PHYSICALLY**

supportive environments

where students are **challenged** to live out  
the body of Christ and grow in His likeness.

## Participation

- Spring Training
- HoneyRock/Fall Training
  - January Retreat
- Weekly RA Meetings
- 1<sup>st</sup> Semester RA Class
- Weekly RD/GRA Mentoring

## Qualifications

- Evidence of Christian character and commitment
- Ability to speak about personal growth in the six residence life goal areas.
- A desire to encourage and challenge students & communities to grow in the likeness of Christ
  - An ability to lead and be led by others
    - Clear communication skills
- 3<sup>rd</sup> year Junior or 4<sup>th</sup> year Senior
- Minimum 2.3 cumulative GPA
- Fulltime student with a maximum of 16 credit hrs.

## Duties

- Develop relationships with floor members & organize regular opportunities for growth and fellowship
  - Work collaboratively with other leaders on the floor and staff to help build and shape programming
  - Supervise the administrative details of floor life
    - Care for the wellbeing of students & make referrals to campus resources
  - Champion Wheaton's Community Covenant & participate in restorative conduct processes
  - Be available one night a week (Sun-Thur) and one night every other weekend (Fri-Sat) from 7pm-7am for emergencies and purposeful relationship building
- ...and other duties as assigned by the RD

# GOALS FOR THE RA SELECTION PROCESS

It is our goal that this will be a good, challenging learning experience for each person who participates in the selection process. Through this process, we hope you will be challenged to step outside of your comfort zone and be encouraged to grow and learn more about yourself.

## ***YOUR PART OF THE PROCESS***

### APPLICATION

A signed and completed application, including essay questions and the self-evaluation are due no later than 4:30 pm in the Student Development Office (SSB 218) on Wednesday, November 7.

### REFERENCES

You will need to provide us with 2 references: 1 from your current RA, and 1 from your former RA or off campus professional reference (college faculty or staff member, coach, current or former supervisor, pastor, etc.) GRAs and RDs are NOT permitted to fill out reference forms. Forms should be submitted to the Student Development Office by 4:30 pm on November 7.

### CONVERSATION WITH YOUR RA

Before your current RA can fill out a reference form for you, it is required that you have a 15 to 20 minute conversation talking about why you want to be an RA and what you expect your role as an RA to be. This is also a great time to have questions answered about being an RA. Please make sure to prioritize this conversation early on, so that your RA has ample time to fill out the reference.

### INTERVIEW

You are required to participate in the interview process which takes place between November 12-28. A team of three people consisting of two RAs and one RD/GRA/ARD or the Dean of Residence Life will interview you. Interviews will take place within either residence life staff apartments or offices. You can sign up for an interview time when you turn in your application materials to the Student Development Office. You are not required to interview with your own RD. The interview team will be dressed casual so please feel free to dress casual.

### SHARING YOUR COLLAGE

As a way to help us get to know you better and to encourage you to reflect upon your own life experience, we are asking that you bring or make a visual representation that describes who you are, things that have shaped you, and how Wheaton College has influenced you.

Ideas of what can be used could include a symbolic item, a special gift, poster board, a bag of items, shoeboxes, pictures, magazine cut-outs, your own drawings, etc. You are certainly not limited to these suggestions though. We encourage you to approach

this part of the process in a way that you feel comfortable with and which gives us a glimpse of you. Please refrain from using any form of media on a computer as limited sound amplification and poor visibility can be a distraction in your presentation.

We want to encourage you to move beyond chronological facts about your life, but focus on the significance of how some of those events have marked you. RAs serve a diverse student body, and we desire for you to show us how God uniquely made you. We hope to compile RA staff teams that reflect the beauty and diversity of our student body.

We are interested in your formation before Wheaton College and during your time as a Wheaton student. Please make sure to weave in the follow areas during your collage:

- How have experiences and/or people shaped you?
- Where have you seen God moving throughout your life?
- How have your relationships and/or experiences at Wheaton College shaped you?

You will have an opportunity to share your collage with a group of up to 10 other RA candidates, the four RDs, and the Dean of Residence Life. It is a casual setting where we all sit in a circle and share with one another. Remember, the purpose of this **IS NOT** to see who the most creative person is or who presents their collage in the “most effective” way; rather, it is simply to help us get to know you a little better and to encourage you to reflect on your life. It is our goal that we provide a low pressured and safe environment in which you can share a little bit of yourself with us.

You will have up to **5-6 minutes** to share your collage with the group. Please practice your collage with another person so you have an idea how much you can share in the allotted time.

**Note: Once you sign up for a collage time, please plan on staying for the entire two-hour collage time block.**

**WHEATON COLLEGE**  
**RESIDENT ASSISTANT WORK SCHEDULE**  
**2019-2020**

**SPRING, 2019 SCHEDULE:**

- Thursday, January 31, 7:00 - 10:00 p.m., Introductory meeting for all new RAs
- Saturday, February 23, 8:30 a.m. – 3:00 p.m., Spring Workshop
- Saturday, March 23, 9:00 – 12:30 p.m., Sexuality Training – Split genders
- Monday, April 15, 7:00 – 10:00 p.m., Communication Styles Training
- April, attend one or two additional staff meetings scheduled by your Residence Director

**FALL, 2019 SCHEDULE:**

- Friday, August 9<sup>th</sup>, RAs must move in between 1 p.m. – 10:00 p.m. This is non-negotiable.
- Friday, August 9 – 27, Pre-Fall Training: Resident Assistants are requested not to plan or participate in a wedding, or other major event, during August training weeks. Residence Directors must clear all outside commitments during August training.
- Sunday, August 25, 7:00 p.m., "Behind the Scenes with Residence Life Event"
- Thursday, August 29 – December 12, required training course for all RAs, Tuesday/Thursday afternoons, fall semester from 3:15 - 5:05 p.m., CE 333, "Student Care in College Ministry", 2 hours credit. RAs register for this course in the spring semester, 2019. This course does not count toward general education credit but does count toward graduation credit.
- Wednesday, October 24 – Friday, December 13, is Resident Assistant Selection. RAs are expected to participate in the recruiting and interviewing of new RA candidates.
- Friday, December 20, all RAs remain on campus until all floor members have checked out and all closing duties completed.

**SPRING, 2020 SCHEDULE**

- Friday, January 10, 1:00 p.m., RAs must return to campus for the spring semester and for Res Life January Retreat.
- May 8 – 10, Resident Assistants are requested not to plan or participate in a wedding, or other major event, during Commencement weekend.
- May 12 at 3:00 p.m., RA contract commitment after the closing banquet.

**TIME OFF**

- RAs may schedule four weekends off during each semester. Fall semester includes either Fall Break or Thanksgiving and the spring semester includes President's Weekend or Easter. A weekend off is two consecutive nights away from the floor.
- Christmas Break and Spring Break



**WHEATON COLLEGE  
RESIDENT ASSISTANT APPLICATION  
2019-2020 ACADEMIC YEAR**

Name: \_\_\_\_\_ Wheaton E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

CPO: \_\_\_\_\_ Residence Hall/Apartment & Room #: \_\_\_\_\_

Major: \_\_\_\_\_ Planned date of graduation: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Last Semester's GPA: \_\_\_\_\_

I will be here next semester (spring 2019): \_\_\_\_ Yes \_\_\_\_ No

Are you currently planning to apply for the HNGR program? \_\_\_\_ Yes \_\_\_\_ No

**PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:**

REFERENCES

Two completed reference forms must be submitted on your behalf in order for your application to be complete. Reference forms are attached. Please request that the forms be completed and sent to the Student Development Office, SSB 218, before 4:30 p.m., Wednesday, November 7. Contact your references early to allow them enough time to give thoughtful responses. Your references should be from the following categories:

- Your current Resident Assistant or an Assistant Residence Director (RD or GRA references are not permitted)
- A former Resident Assistant or an on or off campus professional reference (i.e. faculty or staff member, coach, current or former supervisor, pastor, etc.)

List the names of your two references below:

1) \_\_\_\_\_

2) \_\_\_\_\_

**PLEASE NOTE:** Before giving reference forms to those you listed, WRITE YOUR NAME AT THE TOP OF EACH FORM and supply a return envelope addressed to the Student Development Office with each recommendation form.

PLEASE READ AND SIGN THE FOLLOWING:

I have read and understand the Resident Assistant Position Description and Work Schedule and agree to abide by both if hired.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Resident Assistant Application**

### **ESSAY QUESTIONS**

Please submit a single-spaced, typewritten response to each of the questions. Please do not go beyond a quarter page for each answer (under 2 ½ pages total). We value honesty, depth and succinctness in your responses.

Please note that the RAs who are a part of your individual interview will read your essays.

- 1) What led you to apply to be an RA? What aspects of the position align with your strengths and what aspects of the position seem most challenging to you?
- 2) Briefly describe your journey with Christ prior to Wheaton. How has your faith been changed or developed during your time at Wheaton?
- 3) What are some specific challenges faced by students who wouldn't consider themselves a part of the majority culture here at Wheaton College? What are ways you have proactively engaged in growing in your understanding of diversity?
- 4) What role has the Community Covenant played in your Wheaton experience thus far? What parts do you resonate with and what aspects would find it difficult to support?
- 5) The Residence Life staff expects the Resident Assistant position to be the primary co-curricular commitment for a student. Approval for commitments beyond the RA position will be given at the discretion of your RD and the Dean of Residence Life. Please consider the questions below in your response to this essay question.
  - a) Describe any activities on or off campus that you are interested in pursuing in addition to the RA position, along with the time commitment required by each (ie. church activities, YHM, HNGR, SMP, education major, work around campus, athletics).
  - b) How would you feel if you requested to participate in an activity on or off campus and your request was denied?
- 6)
  - a) In which building do you see yourself serving as an RA? Why?
  - b) How would you feel if you were assigned to serve in a building other than the one you discussed above?

# WHEATON COLLEGE RESIDENT ASSISTANT SELF-EVALUATION

Name: \_\_\_\_\_

Three Strengths You Bring:

- 1)
- 2)
- 3)

Three Possible Limitations:

- 1)
- 2)
- 3)

Put a mark on the sliding scale below where you find yourself. Please write a sentence or description about why you placed yourself where you did. There is no right or wrong answer.

**Initiative**

Wait for Directions ←—————|————→ See a need, fill a need

**Communication**

Prefer speaking 1 on 1 ←—————|————→ Enjoy talking to large groups

**Relationally**

1 on 1/ small groups ←—————|————→ The more people the better

**Leading**

Desire detailed expectations ←—————|————→ Let me run free

**Project Management**

Enjoy consistent routines ←—————|————→ Love starting a project

**Administrative Details**

Details excite me ←—————|————→ Details drain me

**Getting Energized**

Get energy being alone ←—————|————→ Get energy from people

**Time Orientation**

Being on time is a high priority ←—————|————→ Being on time is not my top priority

**Conflict**

Move Away ←—————|————→ Move Toward

**Schedule**

Planned ←—————|————→ Spontaneous

## Residence Life Goal Areas

**Based on your time at Wheaton write under each goal area write one sentence about how you have grown and one sentence about a way you feel like you need to grow.**

**Spiritual Formation:** *Students will come to love God and what He loves more fully and to develop the practices that lead to a full Christ-bearing life.*

**Identity Formation:** *Students will find their identity in and understand their experiences through the completed, redeeming work of Christ and to put into practice who they were uniquely created to be*

**Intercultural Formation:** *Students will value living in a diverse community and to engage with others who are different from themselves in ways that promote unity and reconciliation and affirm the beauty and fullness of the body of Christ*

**Healthy Living:** *Students will steward their body, thoughts and emotions in such a way as to create space for health and gratitude*

**Healthy Relationships:** *Students will develop and maintain authentic relationships with those in the community, learning to navigate commitment, conflict and expectations*

**Intellectual Responsibility:** *Students will grow in wisdom through applying learning to life in ways that display humility, discernment and wonder*

**Community Responsibility:** *Students will understand their responsibility to and effects on local and global communities and begin to make commitments to impact society in redeeming ways*

**WHEATON RESIDENT ASSISTANT REFERENCE FORM**  
**(TO BE COMPLETED BY A CURRENT RA AFTER AN INDIVIDUAL MEETING)**

Applicant: \_\_\_\_\_

**Candidate's Waiver of Right of Access to Confidential Reference Letter**

I voluntarily waive my right of access to this reference letter under Public Law 93-380 so that it may be kept confidential. (If no waiver is signed, this law permits the candidate to inspect this recommendation).

\_\_\_\_\_  
Candidate

\_\_\_\_\_  
Signature of Candidate

**Please answer the following questions:**

How long have you known the applicant and in what capacity?

Three Strengths Applicant Brings:

Three Possible Limitations

1)

1)

2)

2)

3)

3)

**RA Assessment**

How would you rate the applicant in the following Residence Life goal areas in comparison to the typical upperclass student? **Please make specific comments if needed to clarify your assessment.**

**Spiritual Formation:** *(Students will come to love God and what He loves more fully and to develop the practices that lead to a full Christ-bearing life)*

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Identity Formation:** *(Students will find their identity in and understand their experiences through the completed, redeeming work of Christ and to put into practice who they were uniquely created to be)*

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Intercultural Formation:** *(Students will learn to value living in a diverse community and to engage with others who are different from themselves in ways that promote unity and reconciliation and affirm the beauty and fullness of the body of Christ)*

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Healthy Living:** *(Students will steward their body, thoughts and emotions in such a way as to create space for health and gratitude)*

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**Community Responsibility:** *(Students will understand their responsibility to and effects on local and global communities and begin to make commitments to impact society in redeeming ways)*

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Professional Competencies:**

**Leadership ability**

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Communication skills**

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Initiative**

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Responsible**

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Teachable**

Needs Developing 1 2 3 4 5 Developed significantly beyond peers  No Basis for Comment

**Please record your overall impression or reservations of this candidate's potential as a Resident Assistant**

**ON A FIVE POINT SCALE, PLEASE CIRCLE OVERALL RECOMMENDATION:** 1 2 3 4 5

*1=strongly do not rec; 2=do not rec; 3=rec with some concerns; 4=rec; 5=strongly rec*

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***PLEASE RETURN TO THE STUDENT DEVELOPMENT OFFICE BY 4:30PM ON Wednesday, November 7***

**WHEATON COLLEGE**  
**RESIDENT ASSISTANT REFERENCE FORM**

Applicant: \_\_\_\_\_

**Candidate's Waiver of Right of Access to Confidential Reference Letter**

I voluntarily waive my right of access to this reference letter under Public Law 93-380 so that it may be kept confidential. (If no waiver is signed, this law permits the candidate to inspect this recommendation).

\_\_\_\_\_  
Signature of Candidate

The student named above has applied to be a Resident Assistant and has listed you as a reference. To aid us in the selection process, we would appreciate your evaluation and specific comments regarding the applicant. This form continues on the back.

**Resident Assistant Responsibilities**

The RA is responsible for the care of 15 to 55 students in a residence hall. This includes building relationships, mentoring students, planning events, leading meetings and activities, responding to the special needs of individual students, confronting their peers when necessary, and working cooperatively with a residence hall staff team.

**Please answer the following questions:**

How long have you known the applicant and in what capacity?

Three Strengths Applicant Brings:

- 1)
- 2)
- 3)

Three Possible Limitations:

- 1)
- 2)
- 3)

**RA Assessment**

How would you rate the applicant in the following Residence Life goal areas in comparison to the typical upperclass student? **Please make specific comments if needed to clarify your assessment.**

**Spiritual Formation:** *(Students will come to love God and what He loves more fully and to develop the practices that lead to a full Christ-bearing life)*

Needs Developing   1   2   3   4   5   Developed significantly beyond peers    No Basis for Comment

**Identity Formation:** *(Students will find their identity in and understand their experiences through the completed, redeeming work of Christ and to put into practice who they were uniquely created to be)*

Needs Developing   1   2   3   4   5   Developed significantly beyond peers    No Basis for Comment

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**Responsible**

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**Teachable**

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**Please record your overall impression or reservations of this candidate's potential as a Resident Assistant**

**ON A FIVE POINT SCALE, PLEASE CIRCLE OVERALL RECOMMENDATION:**                    1   2   3   4   5

*1=strongly do not rec; 2=do not rec; 3=rec with some concerns; 4=rec, 5=strongly rec*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Email address: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO THE STUDENT DEVELOPMENT OFFICE BY 4:30 PM ON Wednesday, November 7**  
**FORMS CAN BE FAXED TO 630-752-7226 OR EMAILED TO RESIDENCE.LIFE@WHEATON.EDU**