



# SEMINOLE STATE COLLEGE

## OFFICE OF RESIDENCE LIFE

### *Something to Think About*

#### **If selected as a Residence Assistant (RA) at Seminole State College could you...**

Develop positive and appropriate relationships with residents, be accessible and visible to them, effectively communicate with them, learn the names of those on your wing/pod, and encourage their involvement in college life;

Accept leadership and responsibility for providing a welcoming and inclusive atmosphere that is conducive to academics, accepting of many viewpoints, and open to individual differences in values, cultures, beliefs, and lifestyles;

Appropriately assess residential community needs, assist in the creation and implementation of programs and enhance the facility through aesthetics (such as bulletin boards, door decorations, hall decorations, postings, community space, etc.);

Promptly and responsibly respond to Residential Learning Center (RLC) issues (e.g., vandalism, cleanliness, noise, safety, etc.), follow emergency procedures, and work effectively with campus police and other emergency staff;

Appropriately address violations, be consistent and appropriate with confrontation, and maintain student confidentiality;

Develop and maintain a positive working relationship with other RAs, supervisor(s), custodial and maintenance staff, and other College personnel;

Demonstrate a solid work ethic by being on time and prepared for duties, training and meetings, being dependable and prompt in carrying out assignments, and completing responsibilities without being reminded;

Conduct yourself as a student leader by role-modeling appropriate academic, professional and personal behavior, accepting responsibility for actions, demonstrating maturity/appropriateness in actions and decision making, and representing SSC and yourself in a mature, responsible and civil manner at all times;

Support and participate in RA training and staff development initiatives, offer feedback (both positive and negative), and accept and process feedback (both positive and negative).

# SEMINOLE STATE COLLEGE

## STUDENT/RESIDENCE ASSISTANT (RA)

### **QUALIFICATIONS**

- Enrolled as a college student (or already completed minimum of Associate's Degree).
- Ability to work with people.
- Abide by all college policies and act as a role model to students on campus.
- Maintain solid academic record.
- Be flexible.

### **RESPONSIBILITIES:**

#### ***STUDENT CONTACT***

- Understand and clearly interpret institutional policies and procedures for staff and students so these may be carried out correctly.
- Interface with student(s) as appropriate when policy violations occur.
- Mediate roommate and other resident conflicts.
- Maintain high visibility throughout the building.
- Be available to assist students with personal, health, academic or other problems. Refer these students to the appropriate campus and area resources.

#### ***HALL OPERATIONS AND ADMINISTRATION***

- Due to the nature of the position, set duty hours will be required. It is expected that enough time is committed to fulfill the responsibilities of the position. Outside employment is discouraged and must be approved in advance by the Residence Hall Manager and the Coordinator of Residence Life.
- Arrive on campus at the designated date and time for training and to assist with residence hall preparations, and remain until checkout is complete at the end of each term (dates will be set by the Coordinator of Residence Life).
- Assist with hall openings, including check-in of early arrivals, distribution and collection of room condition contracts, keys, and assist with coordination of any additional details of opening weekend.
- When on duty, be in the building as scheduled by Residence Hall Manager.
- Front desk duties may be assigned.
- Assist with hall closing for all vacation breaks, including dissemination of information and checking rooms. Remain in hall until all duties are completed and hall is secure.
- Assist with year-end hall closing, including dissemination of information, inventory all Room Condition Contracts and keys, and assess room and hall damages and identifying maintenance and custodial repairs to be addressed over the summer. Remain on campus five days past graduation to complete all paperwork and assist with any additional closing responsibilities.
- Other duties as assigned.

### **AGREEMENT/ARRANGEMENT**

Student RA's perform duties under the direction and supervision of the Residence Hall Manager and will receive a room waiver in exchange for satisfactory performance of job responsibilities listed above. A Residence Assistant Room Waiver will be completed and processed through the Financial Aid Department. This department will credit the RA's account. Should a Student RA resign or be released from his/her duties, the room waiver will be prorated from the date of such action and the student will be financially responsible for the balance.



# SEMINOLE STATE COLLEGE

## OFFICE OF RESIDENCE LIFE

### STUDENT RESIDENT ASSISTANT (RA) APPLICATION

**Instructions: Please print legibly or type**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

SSC ID# \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Gender:  Male  Female

Campus Address:  Roesler Room # \_\_\_\_\_  
(if applicable)

Seminole Nation Room # \_\_\_\_\_

Classification: \_\_\_\_\_ Freshman: (0-27 credits) \_\_\_\_\_ Sophomore: (28 or more credits)

Academic Major: \_\_\_\_\_

Total credits earned at SSC: \_\_\_\_\_ GPA: \_\_\_\_\_ Previous Semester GPA: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Permanent Home Address:

Street \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number(s): (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_

**Please answer the following questions (may use word-processor and attach separate sheet(s))**

Why do you wish to become a Resident Assistant?

What work, volunteer or home experience(s) have you had that would benefit you in the Resident Assistant position?

What do you consider the most important characteristic of a Resident Assistant? Why?

How would you try to build a sense of community on your floor/pod/wing?

## REFERENCES

Provide contact information for two objective references who can speak to your character, work ethic and responsibility (e.g., counselor, faculty, staff, academic advisor, administrator, coach, etc.)

<i>Reference 1</i>	<i>Reference 2</i>
Name:	Name:
Title:	Title:
Phone Number: (     )     -	Phone Number: (     )     -
Email:	Email:

Optional: Feel free to submit any additional information that you feel will be beneficial to our consideration of your application (e.g., resume, honors/awards, certifications, etc.).

**Please return this application to:**  
Seminole State College—Housing Office  
PO Box 351; 2701 Boren Blvd.  
Seminole, OK 74868<sup>i</sup>

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<sup>i</sup>raapp;dss; 022012