Requirements and Compensation

- Must have completed at least 24 credit hours at the time of employment.
- Must have a clear judicial record with Housing and Residential Life.
- Must have a minimum semester and cumulative GPA of 2.5 if undergraduate or 3.0 if a graduate and no Incompletes.
- Must be enrolled as a full time undergraduate or graduate student.
- Must pass a criminal background check administered by Housing and Residential Life.
- Must make the appropriate prepayments and sign the standard MTSU Housing license agreement prior to the start of employment.
- RAs receive a monthly stipend. All stipends are dispersed monthly during the period of employment. If an RA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- RAs are provided a meal plan each semester during the regular academic semesters. (JUB & McCallies)
- RAs are assigned to a private or single accommodation in their assigned building, at no additional cost. RAs are billed the lowest standard room rate regardless of which hall they may be assigned.

Teamwork and Supervision

- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Directors, and the Director of Housing and Residential Life.
- Will be formally evaluated on a periodic basis determined by the Director of Housing and Residential Life or their designee(s).
- Must participate in assigned “on duty” hours each week, must remain in their designated area while on duty, and are required to make themselves available to residents and/or staff members as directed.
- Required to assist in staffing their areas during Fall Break, Thanksgiving, and Spring Break.
- Expected to participate in Week of Welcome activities, athletic activities and other University sponsored programs as outlined in their involvement contract.
- Required to attend all pre-service training sessions, staff development programs, and staff meetings as directed.

Community Building Expectations

- Expected to read the summer reading book.
- Consistent with our goal of promoting student involvement during evenings and weekends, all RA staff will be expected to remain on campus during evenings and weekends unless given permission by their supervisor to be excused.
- Expected to utilize provided meal plans to facilitate sharing meals with residents in on campus dining halls.
- Additional detailed expectations and job responsibilities will be provided by individual supervisors.
- Required to facilitate educational programs during each semester of appointment.
- Required to disseminate information to residents in a timely manner by posting notices, perform monthly health and safety inspections, and schedule regular hall meetings as directed.

Other

- Resident Assistants serve at the direction of the Director of Housing and Residential Life.
- Resident Assistants who resign or are dismissed before the completion of their appointment are not immediately granted a contract release.
- Resident Assistants who resign or are dismissed but continue to reside on campus will be required to move from their current floor/building or area.
- Resident Assistant assignments are chosen based on a combination of departmental need, candidate GPA, and staff dynamics. Resident Assistant placement is subject to change at any time depending on the needs of Housing and Residential Life.
- Outside employment is discouraged due to the significant time commitment required for performance of the RA position, and must be discussed and approved in advance by the AC. Similarly, your involvement in campus organizations or other activities should take into account the time required for completion of RA responsibilities. Housing & Residential Life reserves the right to review other time commitments undertaken by the RA and provide counsel to the RA as appropriate.
- First semester Resident Assistants are not permitted to take an overload because having more than 18 credit hours places an extra burden on a staff member’s ability to function academically.
Resident Assistant Application

Directions: Type or print legibly on the application. Return the completed application and references (3) to: Housing and Residential Life, KUC 303, Box 6, Murfreesboro, TN 37132.

***If you live in housing, it is highly recommended that one of your references be from a MTSU Housing staff member.***

Personal Information

Full Name:_______________________________________________  Date of application:__________________________

Gender: Male Female  Date of Birth____________________ M Number_________________________________

Email address _____________________________________________ Cell Phone_________________________________

Current Local Address

(Residence Hall/Room #) –or– (Street) (City) (Zip Code)

Home/Permanent Address

(Street) (City) (Zip Code)

Summer Address (if different from home)

(Street) (City) (Zip Code)

Summer Phone_________________________________________

Applying for a position that begins:          Spring__________   Fall___________  Summer_____________

Including this semester, how many semesters have you lived in a residence hall?_________________________________

Educational Information

Major(s)_________________________________________ Anticipated Graduation Date___________________________

Classification (circle one)   FR   SO   JR   SR   GRAD

Semester GPA:___________ (A 2.5 GPA is required)

Cumulative GPA:___________ (A 2.5 GPA is required)

Have you attended another college/university besides MTSU?   Yes   No

College/University Dates Attended________________________

Additional Information

Have you ever been documented for a policy violation at MTSU?   Yes   No

If yes, please explain_________________________________________________________________________________

Have you ever worked for Housing and Residential Life?   Yes   No

If yes, in what capacity_______________________________________________________

Have you ever been convicted of, or pleaded nolo contendre to, a misdemeanor or felony?   Yes   No

If yes, please explain_________________________________________________________________________________
Resident Assistant Application

Please use additional sheets of paper if necessary.

1. Why do you want to become an RA?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

2. Please describe an experience in which you lead others to complete a goal.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

3. What qualities does a successful RA exhibit?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

4. What do you hope to gain from the RA position?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

5. Describe your experience living in the Residence Halls. If you do not currently live in a Residence Hall, what kind of perspective could you bring to the residents?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Resident Assistant Application

Relevant Experience
Please list any previous employment, organizational involvement, volunteer history, or any previous experiences which you believe would be helpful in evaluating your eligibility as a Resident Assistant candidate. If you have additional information you would like to include, please attach an additional sheet or resume.

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

How do you feel these experiences relate to the Resident Assistant position?

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

Briefly describe the nature of commitments you will have next year that may impact your availability in the RA position.

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

How did you hear about the Resident Assistant position?

Word of mouth       Current LCA/RA/DA       Advertisement       Friend

MTSU Staff member   Area Coordinator/Resident Director   Social Media:_________________________________________

Other___________________________

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974. I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic, and criminal records. I understand that at the time an offer of employment is extended; staffing vacancies may not be available in all areas. The opportunity to preference a staffing assignment is offered, but there is no guarantee the preference may be accommodated. In addition, initial assignments at the time of hire are made conditionally based upon the current information available to the organization and may be altered due to a change in academic standing and/or a change in staffing requirements.

_________________________________________  ______________________________
Signature                                      Date

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.
Resident Assistant Reference Form

Please evaluate this applicant and return this form to:
Housing and Residential Life
1301 E Main St., Box 6, KUC 303
Murfreesboro, TN 37132

Applicant _________________________________________
Name of Evaluator _________________________________________

Relationship with Applicant: Employer Faculty/Staff MTSU Housing Employee Advisor

How long have you known the Applicant: ______________________________

Please comment on this Applicant's potential as a Resident Assistant, and attach additional notes as needed.

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

_______________________________________________________________________________________________________________________

Use the following scale to evaluate this applicant: (Check your answer)

1 (Poor) 2 (Fair) 3 (Average) 4 (Above Average) 5 (Excellent)

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<th>Communication</th>
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Overall Evaluation: (Please choose one)

Do not Recommend Recommend with reservations Recommend Highly Recommend

Signature of Evaluator ______________________________ Date ______________________________
Resident Assistant Reference Form

Please evaluate this applicant and return this form to:
Housing and Residential Life
1301 E Main St., Box 6, KUC 303
Murfreesboro, TN 37132

Applicant ____________________________________________
Name of Evaluator ____________________________________________

Relationship with Applicant:
Employer
Faculty/Staff
MTSU Housing Employee
Advisor

How long have you known the Applicant: ________________________________

Please comment on this Applicant’s potential as a Resident Assistant, and attach additional notes as needed.

_____________________________________________________________________________________
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Use the following scale to evaluate this applicant: (Check your answer)

1 (Poor)  2 (Fair)  3 (Average)  4 (Above Average)  5 (Excellent)

| Communication | 1 | 2 | 3 | 4 | 5 |
| Initiative    |   |   |   |   |   |
| Organizational Skills |   |   |   |   |   |
| Openness to Feedback |   |   |   |   |   |
| Ability to work with others |   |   |   |   |   |
| Ability to work with diverse groups |   |   |   |   |   |
| Dependability |   |   |   |   |   |
| Creativity    |   |   |   |   |   |

Overall Evaluation: (Please choose one)

Do not Recommend    Recommend with reservations    Recommend    Highly Recommend

Signature of Evaluator ___________________________ Date ___________________________
Resident Assistant Reference Form

Please evaluate this applicant and return this form to:
Housing and Residential Life
1301 E Main St., Box 6, KUC 303
Murfreesboro, TN 37132

Applicant ____________________________________________ Name of Evaluator ____________________________________________

Relationship with Applicant: Employer Faculty/Staff MTSU Housing Employee Advisor

How long have you known the Applicant: __________________________

Please comment on this Applicant’s potential as a Resident Assistant, and attach additional notes as needed.

____________________________________________________________________________________________________________________

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Use the following scale to evaluate this applicant: (Check your answer)

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Do not Recommend Recommend with reservations Recommend Highly Recommend

Signature of Evaluator ____________________________________________ Date ________________________________