

RESIDENT ASSISTANT APPLICATION

DEADLINE: FRIDAY, MARCH 8, 2013

I want to apply to be a 2013-2014 Resident Assistant!

- I have read and signed the Resident Assistant description and Agreement.
- I have completed the attached application for Resident Assistant.
- I have answered Questions 1–5 of the application and have attached my typed answers to this application.
- I have asked for THREE references: TWO from faculty/staff/supervisors and ONE from a fellow Corcoran Student. (Please use the attached forms.)
- I have attached a copy of my unofficial transcript.

Return completed applications to Stephanie Sarvana, Associate Director of Student Affairs.

Questions? Please email ssarvana@corcoran.org.

CORCORAN COLLEGE *of* ART + DESIGN

2013-2014 Resident Assistant Position Description & Agreement

Qualifications

The Resident Assistant is a full-time Corcoran degree student who is either a sophomore, junior, senior, or graduate student. A Resident Assistant must be in good academic standing, defined as a minimum 2.5 cumulative GPA, from the time of appointment through the end of the assistantship. Failure to remain in good standing may result in termination. Second semester seniors who are part-time students are the only exception to the full-time status requirement.

The Resident Assistant is a representative of the Office of Student Affairs and an agent of the Corcoran College of Art + Design. He/she is expected to conduct him or herself in a manner consistent with College and Housing policies and procedures. Resident Assistants who are found guilty of any violations of the Housing Lease, the Honor Code, the Student Conduct Code, or with a criminal offense may be terminated from their positions.

Conditions of Agreement

1. This appointment runs from **August 12, 2013 through May 18, 2014**. Resident Assistants are required to attend all training sessions and participate in some New Student Orientation activities. Not being available for the entirety of training may result in a Resident Assistant's being required to resign from the position.
2. Remuneration includes rent-free apartment accommodation with a roommate from August 12, 2013 through May 18, 2014. If at any time you are unable to fulfill your responsibilities as a Resident Assistant and/or are terminated as a Resident Assistant, your housing expense will return to the normal (non-RA) rate on a pro-rated basis and you may be re-assigned to a different room with a roommate(s).
3. A Resident Assistant is supervised by the Director of Housing and is required to carry out the responsibilities in the job description, as well as those in the annual appointment letter.
4. A Resident Assistant must limit outside activities in order to devote ample time to the position. A Resident Assistant must consult with the Director of Housing before assuming an additional job or assuming other major commitments. A Resident Assistant must be in their apartments by 2 am every night and may be away from Corcoran Housing no more than one weekend per month on a non-cumulative basis. A Resident Assistant will be expected to consult with the Director of Housing prior to the weekend or evening he or she wishes to be away from Corcoran Housing. The Resident Assistant position takes second priority just after academic commitments during the academic year.
5. A Resident Assistant is required to:
 - a. Attend all training sessions.
 - b. Participate in some New Student Orientation Activities.
 - c. Participate in staff meetings and programs.
 - d. Fulfill administrative responsibilities such as safety and common area inspections.
 - e. Participate in move-in and move-out procedures for each semester.
 - f. Assume evening and weekend coverage duties on a rotating basis throughout the year and during some vacations such as Thanksgiving, Spring Recess, and Easter.
 - g. Participate in an on-going evaluation of job performance.
 - h. Attend In-Service Training sessions as required.

- i. Perform other duties as assigned.

General Responsibilities

The Resident Assistant serves as a vital function in a variety of ways. Among these is their role as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. A Resident Assistant should display a good understanding of confidentiality as well as enthusiasm and creativity in the Housing community. A Resident Assistant is available to all residents in Corcoran Housing, yet devotes particular attention to the students of his/her floor. They actively promote both floor and inter-floor unity. As a localized extension of the Office of Student Affairs, they must be especially sensitive to residential concerns. They provide a valuable service to new students by orienting them to the College and providing assistance in adjusting to college life throughout the year.

Specific Responsibilities

1. Student Advisement

- a. Gets to know each floor resident.
- b. Develops a good rapport with the residents.
- c. Serves as a resource and referral person.
- d. Advises students in personal, academic, and social matters within the limits of training and ability by:
 - o Being a receptive and responsive listener
 - o Being available and approachable
 - o Knowing personal limitations and where to find assistance
 - o Seeking out referrals when necessary
 - o Adhering to confidentiality where appropriate
 - o Being knowledgeable of available resources

2. Community Development

- a. Identifies and brings together groups of students.
- b. Facilitates the establishment of mutual expectations, respect and consideration among students and student groups.
- c. Encourages recognition of individuals and individual achievements.
- d. Aids students in resolving interpersonal and group conflicts.
- e. Encourages student participation in student activities.
- f. Generates activities of interest to floor members.
- g. Promotes individual responsibility towards other residents and housing facilities.
- h. Utilizes College and community resources in planning programs.
- i. Reports maintenance and housekeeping concerns affecting individuals to the Director of Housing and staff of 2424 Penn.

3. Documentation of Potential Policy Violations

- a. Maintains hall environment conducive to academic and personal growth.
- b. Aids students in achieving self-discipline and self-direction.
- c. Knows, understands and enforces housing rules and regulations.
- d. Knows, understands and enforces honor code policies and procedures.
- e. Knows, understands and uses student conduct code policies and procedures.
- f. Reports rule infractions to the Director of Housing in a timely manner.

4. Education

- a. Requires knowledge of College departments, services and procedures, and uses this knowledge effectively.
- b. Requires knowledge of the Corcoran Student Handbook
- c. Maintains a current bulletin board.
- d. Conducts informational floor meetings

5. Staff Involvement

- a. Participates actively at weekly RA staff meetings.
- b. Communicates and cooperates with RAs, Director of Housing, and staff of 2424 Penn.
- c. Responsible for planning and executing housing community events each semester.

6. Administrative Duties

- a. Participate in move-in and move-out procedures for each semester
- b. Maintains accurate floor records.
- c. Performs regularly scheduled inspections.
- d. Performs general tasks as the need arises.
- e. Be responsible for the proper use of all keys. Loss or inappropriate use of key(s) may result in termination.

7. Emergencies

- a. Handles emergencies within the limits of training and ability.
- b. Have full knowledge of the Fire Safety and Emergency Response procedures.
- c. Rotates evening (8 pm–2 am) and weekend coverage duties with other staff.
- d. Provide additional coverage during midterms and finals
- e. On-call, 7 days a week, 24 hours a day.

Agreement

I have read, understand and agree to abide by the Resident Assistant Agreement as described above.

Name: _____

Signature: _____

Date: _____

CORCORAN COLLEGE *of* ART + DESIGN

2013-2014 Resident Assistant Application

Application Due Date: **Friday, March 8, 2013 by 5 p.m.**

Return Completed Application to: Stephanie Sarvana
Office of Student Affairs
Corcoran College of Art + Design
500 Seventeenth Street, N.W.
Washington, DC 20006-4804



Name of Applicant: _____

Local Address: _____

Local City: _____ State: _____ Zip: _____

Local Phone: _____ Local Email: _____

Current Major: _____ Current Cumulative GPA: _____

I certify that the above information is correct to the best of my knowledge. I also pledge that I have read and understood all the requirements contained in the RA Agreement. If selected as a RA, I will be on campus for the entire academic year to perform RA responsibilities and will be able to attend the RA Training and New Student Orientation from August 12 to 27, 2013. The specific dates for RA move-in in August will be sent in your acceptance letter.

Applicant's signature _____ Date _____



Applicants should submit the following required items:

- 1) Resident Assistant Application Form.
**** answer application questions in typed format and attach ****
- 2) Signed Resident Assistant Agreement.
- 3) **THREE Reference Forms are required.** The reference person should submit the Reference Form directly to Stephanie Sarvana in the Office of Student Affairs by Friday, March 8, 2013. **If possible, one reference should be from a Corcoran faculty member, one should be from a recent employer or supervisor, and one should be from a fellow Corcoran student.** Students may use references from sources outside of the Corcoran. Current RAs may not submit a reference from the current resident director.
- 4) Each candidate must submit a copy of their **unofficial Corcoran transcript** (You may print this from myCorcboard).
- 5) Optional: A resume.

Please answer the following questions:

1.) Are you willing and able to abide by the Corcoran's privacy policy and attend FERPA (Family Educational Rights and Privacy Act) training? Yes No

2.) Are you willing and able to enforce College and Housing policies, even when it involves your friends?

Yes No

3.) How many semesters (including the current semester) have you lived in Corcoran Housing?

semester(s)

4.) Have you ever been convicted for any violation(s) of law? Yes No

If yes, explain: _____

5.) Have you ever been found guilty of an honor code violation? Yes No

If yes, explain: _____

6.) Have you ever been found guilty of a student conduct code violation? Yes No

If yes, explain: _____

List past job experiences, activities, and campus involvement (this could include volunteer work):

List any commitments that you will have in the next academic year, other than attending classes (i.e. other employment, volunteering, extracurricular activities)

Answer the following questions on separate paper. Responses must be typed and limited to one-half page per answer. Submit your answers by attaching them to this application.

- 1.) Explain why you would like to be an R.A?

- 2.) What are the strengths you would bring to the R.A. position?

- 3.) In your opinion, what are the most important aspects of the R.A.'s role in housing? What parts of the job do you believe will be the most challenging for you?

- 4.) Policy enforcement and maintaining the well-being of the residents is one part of an R.A.'s job. How would you build trust among your residents while enforcing policies and rules at the same time?

- 5.) Community development is one the most important R.A. responsibilities. What would you do as an RA to develop a sense of community among a diverse group of residents? You can describe possible activities, and/or discuss how you would interact with residents generally.

- 6.) What are some of your expectations for yourself in the position? What do you hope to learn or gain from the experience of being an RA?



Candidates who are selected for interviews will be notified by Friday, March 22, 2013. The purpose of the interview is to determine the candidate's general suitability for the Resident Assistant position, ascertain his/her knowledge of the job, and discuss his/her ideas and insights into his/her ability to build and foster a community. If selected for an interview, you may wish to think about the following:

1. Your extra-curricular commitments for the 2013–2014 academic year
2. Your perception and knowledge about the R.A. position
3. Your ability to relate to a diverse group of students
4. Your specific qualifications and limitations
5. Possible situations you might encounter as an R.A.
6. Your abilities and insights around teamwork

CORCORAN COLLEGE *of* ART + DESIGN
Reference Form #1 for Resident Assistant Candidate

Reference Form Due Date: Friday, March 8, 2013

Return Completed Form to: Stephanie Sarvana
Office of Student Affairs
Corcoran College of Art + Design
500 Seventeenth Street, N.W.
Washington, DC 20006-4804



To be completed by Applicant:

Name of Applicant: _____

Name of Reference: _____

Please Check One:

I would like to have access to this reference form and understand that I may see it upon request.

I waive my right of access to this reference form and understand that the information herein will be held confidential.

What is the nature and extent of your relationship with the person providing this reference? (i.e. teacher, supervisor, etc.)

Please check the position(s) that you are applying for below:

Resident Assistant

The candidate named above has applied for a Resident Assistant position with Corcoran Housing. As a staff member, this person will serve as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. A Resident Assistant should display a good understanding of confidentiality as well as enthusiasm and creativity in the Housing community. Please assess this candidate's potential for serving as a leader in our program by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

To be completed by the Reference Person of the above applicant:

The candidate named above has applied for a Resident Assistant position with the Corcoran. A Student selected for any of these positions will serve as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. The student should display a good understanding of confidentiality as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

1. GENERAL IMPRESSION: Consider your reaction to this candidate: poise, mannerisms, and friendliness. Please try not to over emphasize first impressions.

- 1. Unfavorable impression.
- 2. No particular impression.
- 3. Makes favorable impression.
- 4. Very favorable impression, outstanding.

Comments: _____

_____.

2. INITIATIVE: Consider the ease and vigor with which this candidate approaches a new situation and carries the work to completion.

- 1. Depends primarily on others.
- 2. Capable of routine work.
- 3. Usually self-motivated, needs occasional stimulation.
- 4. Displays initiative—is self motivating.

Comments: _____

_____.

3. COOPERATIVENESS: Consider attitude and ability to work with others; how the candidate gets along with superiors, equals and subordinates; receptiveness to suggestions and criticisms.

- 1. Individualistic: not a team worker, causes conflict in a group.
- 2. Can do satisfactory work with others.
- 3. Works well with others.
- 4. Very cooperative. Strong force for group morale.

Comments: _____

_____.

4. RESPONSIBILITY: Consider the degree to which this candidate is dependable, prompt, accurate and conscientious.

- 1. Satisfied just to get by. Sometimes unreliable.
- 2. Works hard if interested.
- 3. Needs occasional stimulation. Does routine work well under supervision.
- 4. Does an excellent job on assignments. Completely dependable.

Comments: _____

_____.

5. MENTAL AND VERBAL ABILITY: Consider the speed with which this candidate grasps new ideas, has understanding of new concepts and the ability to express thoughts.

- ___1. Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.
- ___2. Grasps problems and ideas readily. Better than average expression.
- ___3. Exceptional ability to think reflectively. Unusual facility of clear expressions.

Comments: _____

_____.

6. MATURITY: Consider degree to which this candidate has developed adult habits.

- ___1. Seems immature.
- ___2. Displays average maturity for age.
- ___3. Has patience to persevere. Is well adjusted. Appears to be stable.
- ___4. Shows exceptionally good judgement. Very mature for age.

Comments: _____

_____.

7. EMOTIONAL STABILITY: Consider direction and control of this candidate's emotional response, evenness of disposition and mood. Absence of tension symptoms. Personal emotional adjustment.

- ___1. Tends to be emotional at times, mood swings. Tension evident.
- ___2. Stable in ordinary situations, but flustered by problems. Apt to worry.
- ___3. Well adjusted to self and others. Evenness of disposition.
- ___4. Very stable, always well controlled.

Comments: _____

_____.

8. SOCIAL SENSITIVITY: Consider this candidate's sensitivity to and understanding of reactions and feelings of individuals and of groups, and the ability to make an effective response to them.

- ___1. Often not alert to other people's feelings.
- ___2. Sometimes shows social sensitivity, not always able to respond effectively to feelings and reactions of others.
- ___3. Sensitive to other individuals and responsive to them.
- ___4. Exceptionally sensitive and responsive to the feelings of others.

Comments: _____

_____.

To be completed by the Reference Person of the above applicant:

The candidate named above has applied for a Resident Assistant position with the Corcoran. A Student selected for any of these positions will serve as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. The student should display a good understanding of confidentiality as well as enthusiasm and creativity in the Corcoran community. Please assess this candidate's potential for serving as a leader by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

11. GENERAL IMPRESSION: Consider your reaction to this candidate: poise, mannerisms, and friendliness. Please try not to over emphasize first impressions.

- 1. Unfavorable impression.
- 2. No particular impression.
- 3. Makes favorable impression.
- 4. Very favorable impression, outstanding.

Comments: _____

_____.

12. INITIATIVE: Consider the ease and vigor with which this candidate approaches a new situation and carries the work to completion.

- 1. Depends primarily on others.
- 2. Capable of routine work.
- 3. Usually self-motivated, needs occasional stimulation.
- 4. Displays initiative—is self motivating.

Comments: _____

_____.

13. COOPERATIVENESS: Consider attitude and ability to work with others; how the candidate gets along with superiors, equals and subordinates; receptiveness to suggestions and criticisms.

- 1. Individualistic: not a team worker, causes conflict in a group.
- 2. Can do satisfactory work with others.
- 3. Works well with others.
- 4. Very cooperative. Strong force for group morale.

Comments: _____

_____.

14. RESPONSIBILITY: Consider the degree to which this candidate is dependable, prompt, accurate and conscientious.

- 1. Satisfied just to get by. Sometimes unreliable.
- 2. Works hard if interested.
- 3. Needs occasional stimulation. Does routine work well under supervision.
- 4. Does an excellent job on assignments. Completely dependable.

Comments: _____

_____.

15. MENTAL AND VERBAL ABILITY: Consider the speed with which this candidate grasps new ideas, has understanding of new concepts and the ability to express thoughts.

- ___1. Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.
- ___2. Grasps problems and ideas readily. Better than average expression.
- ___3. Exceptional ability to think reflectively. Unusual facility of clear expressions.

Comments: _____

_____.

16. MATURITY: Consider degree to which this candidate has developed adult habits.

- ___1. Seems immature.
- ___2. Displays average maturity for age.
- ___3. Has patience to persevere. Is well adjusted. Appears to be stable.
- ___4. Shows exceptionally good judgment. Very mature for age.

Comments: _____

_____.

17. EMOTIONAL STABILITY: Consider direction and control of this candidate's emotional response, evenness of disposition and mood. Absence of tension symptoms. Personal emotional adjustment.

- ___1. Tends to be emotional at times, mood swings. Tension evident.
- ___2. Stable in ordinary situations, but flustered by problems. Apt to worry.
- ___3. Well adjusted to self and others. Evenness of disposition.
- ___4. Very stable, always well controlled.

Comments: _____

_____.

18. SOCIAL SENSITIVITY: Consider this candidate's sensitivity to and understanding of reactions and feelings of individuals and of groups, and the ability to make an effective response to them.

- ___1. Often not alert to other people's feelings.
- ___2. Sometimes shows social sensitivity, not always able to respond effectively to feelings and reactions of others.
- ___3. Sensitive to other individuals and responsive to them.
- ___4. Exceptionally sensitive and responsive to the feelings of others.

Comments: _____

_____.

CORCORAN COLLEGE *of* ART + DESIGN

Reference Form #3 for Resident Assistant Candidate

Reference Form Due Date: Friday, March 8, 2013

Return Completed Form to: Stephanie Sarvana
Office of Student Affairs
Corcoran College of Art + Design
500 Seventeenth Street, N.W.
Washington, DC 20006-4804



To be completed by Applicant:

Name of Applicant: _____

Name of Reference: _____

Please Check One:

_____ I would like to have access to this reference form and understand that I may see it upon request.

_____ I waive my right of access to this reference form and understand that the information herein will be held confidential.

What is the nature and extent of your relationship with the person providing this reference? (i.e. teacher, supervisor, etc.)

Please check the position(s) that you are applying for below:

_____ Resident Assistant

The candidate named above has applied for a Resident Assistant position with Corcoran Housing. As a staff member, this person will serve as a role model, community builder, policy enforcer, resource person, advisor, and representative of the Office of Student Affairs. Their success depends upon both commitment and attitude. A Resident Assistant should display a good understanding of confidentiality as well as enthusiasm and creativity in the Housing community. Please assess this candidate's potential for serving as a leader in our program by checking the description that most accurately reflects your perceptions. Feel free to clarify your thoughts with additional comments.

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21. GENERAL IMPRESSION: Consider your reaction to this candidate: poise, mannerisms, and friendliness. Please try not to over emphasize first impressions.

- 1. Unfavorable impression.
- 2. No particular impression.
- 3. Makes favorable impression.
- 4. Very favorable impression, outstanding.

Comments: _____

_____.

22. INITIATIVE: Consider the ease and vigor with which this candidate approaches a new situation and carries the work to completion.

- 1. Depends primarily on others.
- 2. Capable of routine work.
- 3. Usually self-motivated, needs occasional stimulation.
- 4. Displays initiative—is self motivating.

Comments: _____

_____.

23. COOPERATIVENESS: Consider attitude and ability to work with others; how the candidate gets along with superiors, equals and subordinates; receptiveness to suggestions and criticisms.

- 1. Individualistic: not a team worker, causes conflict in a group.
- 2. Can do satisfactory work with others.
- 3. Works well with others.
- 4. Very cooperative. Strong force for group morale.

Comments: _____

_____.

24. RESPONSIBILITY: Consider the degree to which this candidate is dependable, prompt, accurate and conscientious.

- 1. Satisfied just to get by. Sometimes unreliable.
- 2. Works hard if interested.
- 3. Needs occasional stimulation. Does routine work well under supervision.
- 4. Does an excellent job on assignments. Completely dependable.

Comments: _____

_____.

25. MENTAL AND VERBAL ABILITY: Consider the speed with which this candidate grasps new ideas, has understanding of new concepts and the ability to express thoughts.

- ___1. Somewhat slow in grasping problems and ideas. Writes and speaks with average clarity.
- ___2. Grasps problems and ideas readily. Better than average expression.
- ___3. Exceptional ability to think reflectively. Unusual facility of clear expressions.

Comments: _____

_____.

26. MATURITY: Consider degree to which this candidate has developed adult habits.

- ___1. Seems immature.
- ___2. Displays average maturity for age.
- ___3. Has patience to persevere. Is well adjusted. Appears to be stable.
- ___4. Shows exceptionally good judgment. Very mature for age.

Comments: _____

_____.

27. EMOTIONAL STABILITY: Consider direction and control of this candidate's emotional response, evenness of disposition and mood. Absence of tension symptoms. Personal emotional adjustment.

- ___1. Tends to be emotional at times, mood swings. Tension evident.
- ___2. Stable in ordinary situations, but flustered by problems. Apt to worry.
- ___3. Well adjusted to self and others. Evenness of disposition.
- ___4. Very stable, always well controlled.

Comments: _____

_____.

28. SOCIAL SENSITIVITY: Consider this candidate's sensitivity to and understanding of reactions and feelings of individuals and of groups, and the ability to make an effective response to them.

- ___1. Often not alert to other people's feelings.
- ___2. Sometimes shows social sensitivity, not always able to respond effectively to feelings and reactions of others.
- ___3. Sensitive to other individuals and responsive to them.
- ___4. Exceptionally sensitive and responsive to the feelings of others.

Comments: _____

_____.

