

Information for 2008-2009 Resident Assistant and Peer Educator Applicants

The University of Kansas • Student Success

We appreciate your interest in a Resident Assistant (RA) or Peer Educator (PE) position. RAs and PEs at KU are integral to the success of our students and make an enormous and positive impact on the KU community.

You may apply for one or both positions using this application packet.

Please bring your completed application to the Department of Student Housing in Corbin Hall or mail it to:

Department of Student Housing
ATTN: Undergraduate Recruitment Committee
422 W. 11th St, Suite DSH
Lawrence, KS 66045-3312

PE/RA application materials are available online at www.housing.ku.edu (you'll need Adobe Acrobat). Application review begins February 8, 2008.

Required References for the RA position:

1. A general reference that may be completed by a supervisor, faculty member, etc.
2. A current Residence Life staff member reference (RA, Proctor, Desk Manager, Assistant Complex Director, etc.), which is required as a part of a complete application. If there is no Residence Life staff member you wish to use as a reference, please have this form completed by someone who will be able to provide similar insight into your skills and experience, such as an officer of your hall government, Greek organization, or other campus organization.

Required Reference for the PE position:

1. A general reference that may be completed by a supervisor, faculty member, etc.

Academic Year Hiring Process

After your applicant file is complete, staff will review your GPA and judicial record. Following this preliminary review, you will be notified whether you have been invited to participate in the interview process.

The interview process consists of group activities and individual interviews conducted during one full interview weekend (February 22-23 or February 29-March 1). Applicants will be expected to attend one 45-minute individual interview, which may be scheduled Friday or Saturday 1:30-5:00, as well as one three-hour group process session at 9:00 am on Saturday.

Application Deadlines and Timelines

Deadlines and timelines are published throughout the application and selection process in all Department of Student Housing facilities. If you have questions about being an RA, don't hesitate to ask your hall staff, email housing@ku.edu, or call 785-864-4560. Please direct questions about the PE position to the Learning Communities staff at 785-864-0187.

Resident Assistant Position Description

The University of Kansas • Department of Student Housing

General: The Resident Assistant (RA) holds an academic year, live-in position in the Department of Student Housing in the office of Student Success. RAs perform administrative, programming, and paraprofessional advising/facilitating functions for approximately 30-80 residents with whom the RA lives and for the living unit in general, working under the supervision of a Complex Director and other senior staff.

Required Qualifications: At least one year of residential group living experience and 30 or more credit hours by time of employment. KU enrollment as an undergraduate student with a minimum 2.5 KU GPA taking at least 14 but no more than 18 credit hours (15 hours are recommended) per semester or as a graduate student in good standing taking at least 6 but no more than 9 credit hours per semester.

Specific duty assignments will be developed at orientation and in-service training.

Major Job Responsibilities include, but are not limited to, the following:

- Serve as a role model by demonstrating good judgment, ethical behavior, and a positive attitude.
- Establish accessibility to and positive rapport with all residents.
- Build a comfortable spirit of community living among residents.
- Set a positive tone for interaction demonstrating responsibility and respect for others' rights, feelings, lifestyles, diverse backgrounds, and personal and University property.
- Encourage academic success and an environment conducive to learning.
- Work with residents and staff to develop programs using the "Social Change Programming Model".
- Facilitate problem solving and make effective referrals.
- Address student concerns with other staff and hall government members by helping educate residents, encouraging responsible behavior, and enforcing University and Department regulations and policies.
- Serve as a contributing member of the "staff team," working with the Complex Director (CD), Assistant Complex Directors, other RAs, Custodial Supervisor and Dining Manager and their staffs, and front desk and security staffs.
- Advise floor government and encourage leadership among floor members.
- Assist in crisis intervention and student conduct concerns for the complex.
- Support and assist in staff recruitment and selection as assigned.
- Perform administrative or other tasks assigned by senior hall staff or by Department of Student Housing staff.
- Participate in duty coverage, which may include assisting with room lock-outs, security rounds, tours, etc. Vacation and duty schedules are assigned by the CD in cooperation with all staff according to the needs of the complex.
- Serve as liaison with, and as a representative of, the complex, the Department of Student Housing, Student Success, and University of Kansas at all times.
- Participate in desk, security, or Academic Resource Center schedules on a weekly basis – 6 hours per week is required of all RAs.
- Other related duties as assigned.

Peer Educator Position Description

The University of Kansas • Learning Communities

General: Peer Educators (PEs) hold residential or non-residential positions for the semester or academic year. They co-facilitate the LC seminar of no more than 20 students, assist in establishing academic connections between linked courses, and organize study groups and programming to supplement students' learning in the seminar course. Supervision is provided by LC Associate Program Director, with support from the Program Director.

The Peer Educator position is a 5-10 hour per week commitment. Students will be hired for either the fall or spring semester only, unless assigned to learning communities that run for the full academic year. All PE positions are live-out and paid an hourly wage with exception of the Engineering by Design LC and the foreign language communities. Residential PEs will receive *free room in the residence hall to which they are assigned.

** All rooms are double occupancy. Traditional halls allow PEs the option to buy-out the other half of the room.*

Required Qualifications: Full-time KU enrollment and 30 or more credit hours completed by time of employment. A minimum 2.75 GPA (3.0 GPA preferred), and previous coursework completed in academic area appropriate to the Learning Community will receive priority (KU coursework preferred). Residential PEs must have at least one year of residential living.

Major Job Responsibilities may include, but are not limited to, the following:

Learning Community Responsibilities

- Co-facilitate LA&S 101/301 Seminar Course in the fall semester in conjunction with LC Facilitator, if applicable.
- Have weekly contact/communication with the facilitator.
- Have regular meetings with the LC supervisor.
- In collaboration with the facilitator, help assess community needs and participate in the creation and implementation of formal and informal activities to address those needs.
- Work closely with housing staff to enhance the academic experience of the participants.
- Connect LC students to campus resources, clubs and organizations.
- Organize on-going study group(s). Help students maintain an academic focus.
- Involve LC and course faculty in out-of-class activities.
- Other related duties as assigned.

General responsibilities

- Serve as a role model by demonstrating good judgment, ethical behavior, respect for laws and policies, and a positive, cooperative attitude.
- Establish accessibility to and positive rapport with all participants.
- Set a positive tone for interaction, demonstrating responsibility and respect for others' rights, feelings, lifestyles, and diverse backgrounds.
- Facilitate problem solving and make effective referrals.
- Perform administrative or other tasks assigned.
- Support and assist in staff recruitment and selection as assigned.
- Serve as liaison with, and as a representative of, the university community.

PE/RA Application for 2008-2009

The University of Kansas • Student Success

Note: The position of Resident Assistant does not typically allow for involvement with practica, internships, or regular student teaching. No other employment or excessive extracurricular commitment is possible while the living units are open.

RA Required Qualifications: At least one year of residential group living experience and 30 or more credit hours by time of employment. KU enrollment as an undergraduate student with a minimum 2.5 KU GPA taking at least 14 but no more than 18 credit hours (15 hours are recommended) per semester or as a graduate student in good standing taking at least 6 but no more than 9 credit hours per semester.

PE Required Qualifications: Full-time KU enrollment with a minimum 2.75 GPA (3.0 GPA preferred), and 30 or more credit hours completed by time of employment. Previous coursework completed in academic area appropriate to the Learning Community will receive priority (KU coursework preferred). Residential PEs must have at least one year of residential group living experience.

Complete all requested information, sign, and return to the Department of Student Housing:

Campus Mail
Department of Student Housing
Corbin Hall
ATTN: Undergraduate Recruitment Committee

or

US Mail
KU Department of Student Housing
422 West 11th St
Suite DSH
ATTN: Undergraduate Recruitment Committee
Lawrence Kansas 66045-3312

(Check all that apply)

I am applying for a PE position.

Please rank your top 5 learning community preferences.

A complete list is available at <http://www.lc.ku.edu/prospective/courses.shtml>

1. _____
2. _____
3. _____
4. _____
5. _____

Office Use Only

<input type="checkbox"/> RMS	
<input type="checkbox"/> Ess	HRS _____
<input type="checkbox"/> RL	GPA _____
<input type="checkbox"/> GEN	<input type="checkbox"/> JUD

I am applying for an RA position.

RA Position(s) for which you are applying:

- Residence Halls/Jayhawker Towers
 Stouffer Place

KUID# _____

Name _____
Last

_____ *First*

Gender Female Male

Current/Campus Address _____
Street and Apt #

_____ *City, State, Zip*

Permanent Address _____
Street and Apt #

_____ *City, State, Zip*

E-Mail Address _____ **Contact Phone #** _____

KU Hours Earned * _____ **KU GPA *** _____ **Major** _____ **Expected Graduation (m/y)** ____/____

* Transfer hours and GPA may be used *only* if you are a newly admitted KU student; make certain your KU admission file is current and accurate.

Have you ever been convicted of a felony? No Yes If yes, please explain: _____

College/University Living Experience (e.g.: Residence Hall, Greek Housing, Apartment, Other - please specify)

Dates	Name of Hall or Group	College/University
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____

Employment Record: List previous or current employment, on campus, and elsewhere.

Dates	Job Title	Employer (Company Name, Supervisor & Address)
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____

Co-Curricular Activities List some of your non-academic activities in Student Housing, on campus, and elsewhere.

Dates	Activity or Organization	Responsibilities
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____
___/___/___ - ___/___/___	_____	_____

Which activities will you continue if selected for a position? _____

Applicant Signature and Date (required) _____
I hereby certify that all statements and references made in this application are true and correct.

Discussion Please respond to the following using no more than two typewritten pages.
1. Why do you want to be a PE and/or RA? What parts of the job(s) interest you most and/or least?
2. Describe your experiences living or working with a diverse community or group.

To the applicant: If you wish to waive your right of access to contents of your applicant file, please sign below before submitting this application to the Department of Student Housing.

I, _____, hereby freely and expressly waive any and all rights of access to this application file by Public Law 93-380, the Family Educational Rights and Privacy Act. I understand that I may revoke this waiver in writing; however, such a revocation applies to those materials received or entered into the record after the revocation is made.

_____ Applicant Signature (optional; read paragraph above before signing) _____ Date

Employment Reference for PE/RA Applicant

The University of Kansas • Student Success

Office Use	
<input type="checkbox"/> RL	<input type="checkbox"/> GEN

Please refer to page 1 of your application packet to determine required references.

Section 1. To be completed by the applicant

Applicant Name (Please type or print.): _____

Position Applying For: Peer Educator or Resident Assistant

2008-2009 General Reference or Staff Reference (RA position only)

Section 2. To be completed by the evaluator

Evaluator's Name (Please print.)

Position/Title

The above named individual has applied for a Peer Educator (PE) and/or Resident Assistant (RA) position with the University of Kansas.

Peer Educators (PEs) hold residential or non-residential positions for the semester or academic year. They co-facilitate the LC seminar of no more than 20 students, assist in establishing academic connections between linked courses, and organize study groups and programming to supplement students' learning in the seminar course. Supervision is provided by LC Associate Program Director, with support from the Program Director.

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Please answer the following questions, providing specific examples whenever possible. The information furnished will be treated in accordance with the provisions of the Buckley Amendment. When completing this recommendation, consider the above-mentioned job duties and the following characteristics: responsibility, leadership, communication and listening skills, creativity and adaptability.

Please return this form by 5:00pm on February 8, 2008 to: Department of Student Housing
ATTN: Undergraduate Recruitment Committee
422 W. 11th St, Suite DSH
Lawrence, KS 66045-3312

1. How well and in what capacity do you know the applicant?

2. Describe the applicant's ability to initiate and maintain relationships, including with those of varying lifestyles.

Excellent Good Fair Poor I don't know

Please cite examples:

3. Describe the applicant's level of maturity, including the ability to accept responsibility for his/her actions.

Excellent Good Fair Poor I don't know

Please cite examples:

4. Describe the applicant's ability to function as a team member.

Excellent Good Fair Poor I don't know

Please cite examples:

5. Describe the applicant's willingness and ability to effectively confront peers.
 Excellent Good Fair Poor I don't know
Please cite examples:
6. Describe the applicant's ability to take initiative and be flexible.
 Excellent Good Fair Poor I don't know
Please cite examples:
7. Describe the applicant's ability to manage time and cope with stress.
 Excellent Good Fair Poor I don't know
Please cite examples:
8. Describe the applicant's ability to organize and lead others.
 Excellent Good Fair Poor I don't know
Please cite examples:
9. Please describe the applicants ability to present to groups or facilitate group discussion.
10. Please add general comments about the applicant's skills in relationship to the position.
11. My overall recommendation of this applicant is:
 I recommend for the position.
 I do not recommend for the position.
 I recommend for the position, with the following reservations (please describe below):

Evaluator's Signature

Date

Section 3. Applicant's Right of Access

To the applicant: if you wish to waive your right of access to contents of your applicant file, please sign below before submitting this application to the Department of Student Housing.

I, _____, hereby freely and expressly waive any and all rights of access to this application file by Public Law 99-380, the Family Education Rights and Privacy Act. I understand that I may revoke this waiver in writing; however, such a revocation applies only to those materials received or entered into the record after the revocation is made.

Applicant's Signature (*Optional; read paragraph above before signing.*)

Date

Employment Reference for PE/RA Applicant

The University of Kansas • Student Success

Office Use	
<input type="checkbox"/> RL	<input type="checkbox"/> GEN

Please refer to page 1 of your application packet to determine required references.

Section 1. To be completed by the applicant

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2008-2009 General Reference or Staff Reference (RA position only)

Section 2. To be completed by the evaluator

Evaluator's Name (Please print.)

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Applicant's Signature (Optional; read paragraph above before signing.)

Date