Keene State College Links Program
Summer 2014

RA Applicaton

SUMMER LINKS RESIDENT ASSISTANT JOB DESCRIPTION (4 positions)

The Summer Links Program is a comprehensive, 6-week introductory college program for first time college students. Links allows students to familiarize themselves with the academic expectations and the culture of college, all while earning 9 credits. This program is an ideal way to transition into college, providing a challenging, yet supportive environment. The primary role of a Links Resident Assistant is to support the success of each participant during this first college experience at Keene State College. For more information please use the link http://www.keene.edu/aspire/links-connect-for-success/

RESPONSIBILITIES

The Resident Assistants are responsible for all facets of residential life throughout the summer program, including facilities, rules, and maintaining a positive environment to live and work in. They are aware of and monitor the mood and morale of students.

They live in the residence hall among students and take on the roles of counselor and mentor. They enforce program rules and codes of behavior and support a safe residential environment for each student. They are expected to respond to issues of concern, including, but not limited to, disciplinary, counseling and interpersonal issues. They report students who breach contract rules to their supervisor and submit appropriate paperwork as necessary. RAs also need to communicate maintenance and custodial needs as they are identified to assure a safe and clean residential environment.

Mentoring is a major responsibility for them. Students are specifically assigned to an RA. The RAs meet with these students at the start, midpoint and end of the program. During these meetings, transition, academic, programmatic and personal issues should be addressed. The RA will serve as the point of contact for students, either when they need someone to talk to or the staff have a concern that should be addressed.

Notes should be made on each student's community involvement, leadership, growth, and responsibility so that these areas may be addressed. RAs utilize a Google docs site to submit and receive program information.

Facilitation is an important responsibility in many program components. RAs will be asked to facilitate during community meetings, socials and clubs. The RAs organize and facilitate residential programming components for nights and weekends. They maintain the security and cleanliness of facilities utilized by the program

Academic Support

Provide personal and academic counseling as appropriate.
Share materials and suggestions for student success.
Communicate with academic tutors and share information with Links students

Community Development/Programming

Promote an atmosphere conducive to personal and academic growth.
Assist Links students in developing and respecting College and community standards.
Facilitate at least six group meetings with all Links students, including an Opening meeting on move-in day.
Coordinate at least three social activities for Links students. Socials may be planned to involve other summer school residents, Links tutors, staff and/or faculty.

Administrative

Meet weekly and as needed with Links Professional staff.
Attend weekly Links residential staff meetings.
Prior to the arrival of students, conduct a walk through of each room and common area to inventory and assess condition at time of check-in.
Complete maintenance request orders as needed.

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Participate in check-in and check-out as well as orientation and end of program celebrations.

Policies/Procedures
Support college policies and procedures as outlined in the Keene State College Student Handbook; including documentation of incidents and occurrences as appropriate.
Inform students of procedures to report concerns and emergencies.
Discuss issues of concern (both individual and group) with supervisor in a timely manner.
In order to provide support and supervision of the area, at least one RA in each building will need to available for students on nights and weekends.

QUALIFICATIONS
Junior or senior status
Involvement in KSC extracurricular activities
Minimum 2.5 GPA required; 2.75+ preferred
• Knowledge of counseling, service learning, or residential life experience.
• Interest in working with first year students
• Interpersonal skills, sensitivity to the needs of other students, and commitment to the goals of Links
• Sense of humor

APPLICATION PROCEDURES
Hiring of staff occurs from approximately January through April. Applicants will be contacted for an interview upon the receipt of a completed application. Video or phone call interviews may be considered when necessary.

Applications will be considered completed in full upon receipt of:

- Staff Application form
- Confidential Reference Form
- Current Resume
- College transcripts (may be student issued/unofficial);
- 250 word writing sample about a personal experience you feel has helped has prepared you for working with first year college students.

EMPLOYMENT DATES:
Must be available full-time for the entire term of appointment (June 25-August 9).

COMPENSATION
Single room, Monday-Friday meal plan, and $2,100 stipend.

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PERSONAL INFORMATION

Legal Name: _____
First/Given *M.I.* *Last*

Nickname: (if any) _____

Permanent Address: _____
Street

_____
City *State*

Mailing Address (if different from above) _____ Valid until: _____
Street

_____
City *State*

Home Phone: _____ ❑ Best contact

Cell Phone: _____ ❑ Best contact

Email Address: _____

Date of Birth: _____

Gender: ❑ Male ❑ Female

Keene State ID#: _____

Do you have a valid driver's license? ❑ Yes ❑ No

Have you been convicted of a misdemeanor or felony? ❑ No ❑ Yes *If yes, please explain in an attached statement*.

EDUCATIONAL HISTORY

Please include copies of all college/university and graduate study transcripts with application (may be student issued/unofficial).

Institution & Location	*Dates Of Attendance*	*Major/Minor Course Of Study*	*Credits Earned*	*Degree Earned*	*Cumm. GPA*

REFERENCES

Please include one confidential reference form (included) or letter of recommendation from a current employer or professor not listed below with application.

Name of Reference	*Telephone Number*	*Nature of Relationship*

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CERTIFICATIONS

Please check all certifications that you have held and indicate expiration date.

	Expiration Date:		*Expiration Date:*
❑ Lifesaving	_____	❑ Defensive Driving	_____
❑ CPR	_____	❑ Other: (specify)	_____
❑ First Aid	_____		_____

GROUP FACILITATION

Please briefly describe any experience you have had leading and/or facilitating groups, indicating the size, age range, and purpose of the group (ex: summer 2013, 12 7-11 year olds, summer camp).

_____

_____

_____

Please list up to 3 interest and/or hobbies in each area below that you would be interested in sharing with Links students.

_____

_____

_____

ADDITIONAL INFORMATION

How did you hear about the Keene State College Links Program?

❑ Links Alumni ❑ Faculty ❑ Internet ❑ Friend ❑ Other: _____

SIGNATURE

With your signature below, please verify all information provided on this application to be true.

Signature of Applicant: _____ Date: _____

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CONFIDENTIAL REFERENCE FORM

Please return to: Maria Dintino, Links Program, 229 Main Street, Keene NH 03435-2609

The following applicant has applied for the summer position of Resident Assistant
with the Keene State College Summer Links Program.

TO BE COMPLETED BY APPLICANT

Name of Applicant: _____

TO BE COMPLETED BY REFERENCE

Name of Reference: _____

Company/Organization: _____

Position: _____

Email Address: _____

Phone: _____

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

2. Can you think of any reason why this candidate should not be working with students in a residential summer program?
If yes, please explain.

3. If you are a current or previous employer, would you rehire this person?

4. Kindly rate by checking the column which best evaluates the applicant:

	Always/ Excellent	Usually/ Very Good	Sometimes/ Average	Rarely/ Below Avg.	Never/ Poor	No Basis to Judge
Demonstrates knowledge in subject area						
Develops effective curriculum						
Demonstrates effective teaching skills						
Utilizes a variety of learning strategies						
Demonstrates effective writing skills						
Displays positive attitude						
Exhibits honesty and maturity						
Exhibits dependability						
Completes tasks independently						
Can work well with others						
Adapts well to new situations						
Responds well to constructive feedback						
Takes initiative to promote new ideas						
Understands the needs of teenagers						
Shows concern and respect for others						

If you have additional comments about this applicant, please attach a separate sheet.

SIGNATURE

Signature of Reference: _____ Date: _____