



SYRACUSE UNIVERSITY

DIVISION OF STUDENT AFFAIRS

OFFICE OF RESIDENCE LIFE

September 2009

Dear Prospective Candidate:

Thank you for your interest in a Resident Advisor (RA) position for the 2010-2011 academic year and/or summer 2010 session (summer applications will be reviewed during the spring 2010 application process). We believe the RA position is one of the best and most rewarding leadership positions here at Syracuse University and are excited you are considering submitting an application.

The Resident Advisor position is one that will challenge, inspire, motivate, and connect you. We've found the most successful RAs possess a willingness to learn, a strong sense of integrity, honesty, openness to those who are different than themselves, and a strong interest in developing and fostering their communication and facilitation skills. The leadership and communication skills gained from this experience will assist you in understanding yourself as a leader and will apply to any field of employment.

The details of the fall selection process are included in this application packet for your review. Please take the time to read the packet thoroughly to become aware of the job descriptions and the interview process and timeline.

The application deadline for the fall selection process is Tuesday, October 20 at 3:00 p.m. You are responsible for delivering the application materials (including a cover letter, application form, and two completed reference forms) to the Office of Residence Life at 111 Waverly Ave., Suite 200. You will sign up for your class and individual interview when you drop off your application.

We look forward to receiving your application and wish you the best of luck throughout the selection process. Do not hesitate to contact me if you have any questions. I can be reached at 443-3637 or via email at knwillia@syr.edu.

Sincerely,

Kimberly Williams
Coordinator for Staff Selection and Training

Resident Advisor Fall Application Form • 2010-2011

Writable PDF
Please type or print clearly.



Please return this completed application form, a cover letter and two completed reference forms to the Office of Residence Life by 3 p.m. on Tuesday October 20, 2009. Your candidacy **will not** be reviewed until the Office of Residence Life receives all application materials. Contact Kim Williams at knwillia@syr.edu or (315) 443-3637 if you have any questions.

Personal Information

Name: _____ SUID #: _____
Last First Middle Initial

Campus/Local Address: _____
Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Summer Address: _____
Street Address City State Zip

Campus/Local Phone: _____ Permanent Phone: _____

Cell Phone: _____ E-Mail Address: _____

Academic Information

School/College: _____ Anticipated Graduation Date: _____
Month Year

Class Status for 2010-2011: Jr. Sr. Grad. Law

SU Honor Student: Yes No

Anticipated Student Status for 2010-2011: (Please check which **TWO** apply to you.)

- | | |
|-----------------------|-----------------------|
| New SU Student | Returning SU Student |
| New ESF Student | Returning ESF Student |
| Undergraduate Student | Graduate Student |
| Law Student | Other: _____ |

Previous Employment

Name of Employer	Position Held	Dates Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment Eligibility

Are you lawfully eligible to work in the United States? Yes No

Note: Proof of eligibility will be required prior to employment if position is offered.

Have you ever been the subject of an investigation concerning allegations of misconduct, other than a criminal investigation, that did not result in a conviction? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No

If you've answered yes to either of the above, please explain: _____



The Office of Residence Life, a principal unit within the Division of Student Affairs, serves an integral role in the lives of Syracuse University and ESF students. Its mission is to provide an educationally stimulating living environment where students explore their own development and positively contribute to a global society.

Available Positions

Resident Advisor (RA) - Academic Year

For detailed information please refer to pages 10 through 12 of this packet.

The Resident Advisor (RA) is a peer advisor and educator who works with residents to assist them in addressing their needs within a residence hall and the university community. An RA intentionally facilitates dialogue with individual students and groups of students in a residence hall. Staff and students work cooperatively to identify student needs and respond to those needs through a variety of activities and programs.

Requirements and Compensation: RAs are expected to work a minimum 20-hour workweek. This position provides a waiver of room and board charges during the fall and spring semesters.

Learning Community Resident Advisor (LCRA) - Academic Year

For detailed information please refer to pages 13 through 14 of this packet. Also see <http://lc.syr.edu/content/which.aspx>.

LCRAs have the same responsibilities as RAs as well as additional leadership responsibilities related to the learning community. An LCRA coordinates learning community activities, participates in a learning community retreat, and works collaboratively with learning community faculty and staff. *For descriptions of specific learning communities, see the Learning Community website at <http://lc.syr.edu/content/which.aspx>.*

Requirements and Compensation: LCRAs are expected to work a minimum 20-hour workweek. In addition to a waiver of room and board, Learning Community RAs receive a \$600 annual stipend issued quarterly. *This stipend does not apply to the Lifestyle RAs: LIFE, Living Jewish or Transfer.*

Summer Resident Advisor (RA) - Summer Only

For detailed information please refer to pages 15 through 16 of this packet.

Summer at Syracuse offers a variety of summer programs to students as described below.

Requirements & Compensation: RAs for summer programs are expected to work an average of 30 hours per week. The compensation is \$225 (gross) per week, including the training week. A single room and meals at the dining hall are also part of the compensation package.

1. Student Success Initiative – SSUI

SSUI offers an intensive residential learning community to undergraduate SU students during Summer Sessions I and II. This program is designed to promote student success and progress toward graduation by providing a variety of academic support services including: personal coaching, informational programs, workshops and resource materials, study groups, and social activities. The summer staff is hired for a temporary assignment of either 7 or 13-weeks.

2. Summer College for High School Students

Summer College is designed for high school students who have completed their sophomore, junior, or senior year of high school and wish to taste a slice of college life. Students choose from one of eleven academic programs and earn 6 or 7 college credits during the period of Summer Session II. Resident Advisors (RAs) play an important role helping students learn about, adjust to, and enjoy the challenges of college life.

3. SummerStart

SummerStart is a residential academic program designed to assist students in making a smooth transition from high school to college. Students may earn seven to ten credits towards their degree. This six-week program provides students with an opportunity to become familiar with the academic, social and cultural life at Syracuse before they get caught up in the fast pace of the fall semester.

Determine Your Eligibility to Apply

Are you an upper-class student, graduate student, or a transfer student at Syracuse University or SUNY ESF?

As an undergraduate student, do you have a cumulative GPA of 2.5 or higher?

As a graduate student, do you have a minimum GPA of 3.0 or higher (2.2 for law students)?

Application Requirements

- Cover Letter** This should be one page, single sided, and single spaced. The letter should address your reasons for applying for the RA position, the qualities and skills you possess that will enable you to be a successful RA, and experience you have that would assist you in an RA position.
- Application Form** *Must be typed.* Application is included in this packet as an enterable PDF form.
- Two Reference Forms** Forms are included in this packet. Each form should be submitted at the time of application in a sealed envelope with the reference writer's signature across the seal.

Fall Process Selection Timeline

Tuesday, October 20th

Resident Advisor Applications Due by 3 p.m.

Applications must be submitted to the Office of Residence Life (111 Waverly Ave, Suite 200) by 3 p.m. Complete applications include a cover letter, application form, and two completed reference forms.

October 26th – November 20th

Resident Advisor Interview Classes

This part of the interview process will consist of four, 2-hour class sessions taught by a professional staff member from the Office of Residence Life. This experience has been designed to allow candidates the opportunity to see the variety of roles that the resident advisor plays. The class will also provide the Office of Residence Life information regarding the candidates' ability to be a successful RA.

You will sign up for an interview class when you drop off your application. Sections are limited to 10 candidates and will be filled on a first come, first served basis - it is to your advantage to drop off your completed application materials as early as possible!

Available Class Sections: (Subject to change)

Mondays, 10-12 noon	Thursdays, 1-3 pm
Mondays, 2-4 pm	Fridays, 10-12 noon
Wednesdays, 10-12 noon	Fridays, 11-1 pm
Wednesdays, 3:30-5:30 pm	Fridays, 1-3 pm
Wednesdays, 6-8 pm	Fridays, 1-2 pm

November 9th – November 13th

Individual Interviews Conducted

In addition to the class sessions, each candidate will participate in an individual interview that is 30-45 minutes in length. You will be assigned an interviewer when dropping off your application packet. It is your responsibility to contact that staff member (contact information will be provided) to arrange a time and location for the individual interview.

Thursday, December 10th

Decision Letters Mailed Out To Candidates

Please let your class instructor know if you'd prefer to pick up your decision letter at our offices, 111 Waverly Ave., Suite 200.

Office of Residence Life Resident Advisor Reference Form



It is recommended that people who are familiar with your work habits, abilities, and character [such as employers, faculty, and Residence Life staff members (including current RAs)] complete this reference on your behalf. You are responsible for returning two completed reference forms to the Office of Residence Life by 3:00 pm on Tuesday October 20, 2009.

This Section To Be Completed By Applicant

Applicant's Name: _____
Last First Middle Initial

I have requested _____ complete this reference for my candidacy as a Resident Advisor.
Printed Name of Reference Writer

<p>Under the provisions of the Family and Educational Rights and Privacy Act of 1975: I understand this decision will not affect my candidacy.</p>	<p>Check One: <input type="checkbox"/> I retain my right of access to this reference. <input type="checkbox"/> I waive my right of access to this reference.</p>
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Applicant's Signature: _____ Date: _____

This Section To Be Completed By Reference Writer

The above named person is applying for a position as a resident advisor at Syracuse University. Please make an honest judgment of the qualities this applicant possesses for effective work in this position. In completing your reference, consider the job description included below. Thank you for your time and assistance.

The main focus of a Resident Advisor (RA) position is interaction with students and development of a community within a residence hall or living area. An RA is expected to assist individuals who have academic, social, or emotional concerns; help foster an environment that is conducive to academic, personal, and social development; facilitate discussion among students; handle conflict and crisis situations; and complete administrative tasks.

Skill	Rating:	1- below average	2 - average	3 –above average	4 -excellent	
Teamwork <small>(Ability to work with other people)</small>			1	2	3	4 N/A
Comments:						
Diversity Awareness <small>(Acceptance of people from different backgrounds)</small>			1	2	3	4 N/A
Comments:						
Leadership <small>(Ability to bring people together)</small>			1	2	3	4 N/A
Comments:						
Accountability <small>(Reliable, takes responsibility for self, can follow/enforce rules)</small>			1	2	3	4 N/A
Comments:						

Skill	Rating:	1- below average	2 - average	3 –above average	4 -excellent		
Character <i>(Honest, role model, acts with integrity)</i> Comments:			1	2	3	4	N/A
Administrative <i>(Attention to detail, timeliness)</i> Comments:			1	2	3	4	N/A
Attitude <i>(Willingness to contribute, positive mental outlook)</i> Comments:			1	2	3	4	N/A

What strengths of this applicant qualify him/her for the resident advisor position?

What factors might limit this applicant's performance as a resident advisor?

Please give your candid recommendation of this applicant as a potential resident advisor:

Highly Recommend

Recommend With Reservations

Recommend

Do Not Recommend

How long have you known the applicant? Years Months

What is your relationship to the applicant? _____

Printed Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Enclose this reference form in a sealed envelope with your signature across the seal and return it to the applicant. Please note that completed applications (including this letter of recommendation) are due to our office by 3 pm on Tuesday, October 20, 2009.

Office of Residence Life Resident Advisor Reference Form



It is recommended that people who are familiar with your work habits, abilities, and character [such as employers, faculty, and Residence Life staff members (including current RAs)] complete this reference on your behalf. You are responsible for returning two completed reference forms to the Office of Residence Life by 3:00 pm on Tuesday October 20, 2009.

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Printed Name of Reference Writer

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Applicant's Signature: _____ Date: _____

This Section To Be Completed By Reference Writer

The above named person is applying for a position as a resident advisor at Syracuse University. Please make an honest judgment of the qualities this applicant possesses for effective work in this position. In completing your reference, consider the job description included below. Thank you for your time and assistance.

The main focus of a Resident Advisor (RA) position is interaction with students and development of a community within a residence hall or living area. An RA is expected to assist individuals who have academic, social, or emotional concerns; help foster an environment that is conducive to academic, personal, and social development; facilitate discussion among students; handle conflict and crisis situations; and complete administrative tasks.

Skill	Rating:	1- below average	2 - average	3 –above average	4 -excellent	
Teamwork <small>(Ability to work with other people)</small> Comments:			1	2	3	4 N/A
Diversity Awareness <small>(Acceptance of people from different backgrounds)</small> Comments:			1	2	3	4 N/A
Leadership <small>(Ability to bring people together)</small> Comments:			1	2	3	4 N/A
Accountability <small>(Reliable, takes responsibility for self, can follow/enforce rules)</small> Comments:			1	2	3	4 N/A

Skill	Rating:	1- below average	2 - average	3 –above average	4 -excellent		
Character <i>(Honest, role model, acts with integrity)</i> Comments:			1	2	3	4	N/A
Administrative <i>(Attention to detail, timeliness)</i> Comments:			1	2	3	4	N/A
Attitude <i>(Willingness to contribute, positive mental outlook)</i> Comments:			1	2	3	4	N/A

What strengths of this applicant qualify him/her for the resident advisor position?

What factors might limit this applicant's performance as a resident advisor?

Please give your candid recommendation of this applicant as a potential resident advisor:

Highly Recommend

Recommend With Reservations

Recommend

Do Not Recommend

How long have you known the applicant? Years Months

What is your relationship to the applicant? _____

Printed Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Enclose this reference form in a sealed envelope with your signature across the seal and return it to the applicant. Please note that completed applications (including this letter of recommendation) are due to our office by 3 pm on Tuesday, October 20, 2009.

Resident Advisor Job Description: 2010-2011

Office of Residence Life

The Office of Residence Life, a department within the Division of Student Affairs, serves an integral role in the lives of Syracuse University and ESF students. Its mission is to provide an educationally stimulating living environment where students may explore their own development en route to becoming contributing citizens in a global society.

The Resident Advisor (RA) is a peer advisor and educator who works with residents to assist them in addressing their needs within a residence hall and the university community. The position is challenging because the RA works with students and administrators, learns to articulate rights and responsibilities for both the individual and the University, and balances his or her own pressures of academic and personal responsibilities. To support and guide the Resident Advisors, professional staff members work to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students as well as provide on going support and training for RAs on their staff team.

Description of the Position

A Resident Advisor facilitates the development of a residential community in the living unit and helps to strengthen students' communication and confrontation skills. A Resident Advisor intentionally facilitates dialogue with individual students and groups of students in a residence hall. Staff and students work cooperatively to identify student needs and respond to those needs through a variety of activities and programs. Specific responsibilities will depend on the needs of the particular hall to which the Resident Advisor has been assigned. A Resident Advisor is a member of the Residence Life Staff and is directly responsible to the Residence Director and Assistant Residence Director (Senior Residence Staff).

Under the supervision of the Senior Residence Staff, the Resident Advisor will fulfill the general requirements and responsibilities of this job as outlined in the "Resident Advisor Job Description" and in the "Resident Advisor Employment Agreement."

EDUCATOR

- A. Demonstrate effective listening and reflection skills
- B. Show sensitivity towards other lifestyles
- C. Celebrate and encourage others to celebrate issues of diversity
- D. Show a high level of self awareness and be aware of personal strengths and weaknesses
- E. Engage in open dialogue and share in perspective taking
- F. Be aware of, and represent the rationale for, University policies and procedures

COMMUNITY FACILITATOR

- A. Know and recognize all members of the floor community
- B. Work to create a set of floor agreements among residents
- C. Meet the needs and interests of residents through intentional floor programming
- D. Assist students in completing living agreements
- E. Provide dialogue and discussion on the issues of alcohol and other drugs, multicultural issues and academic support skills

- F. Maintain and update a physical environment consistent with staff and departmental standards

CRISIS MANAGER/ADMINISTRATOR

- A. Understand and utilize emergency procedures appropriately
- B. Remain calm and effective in emergency situations
- C. Complete paperwork in a timely and effective manner
- D. Be on time for all meetings, programs, and “on duty” responsibilities
- E. Consistently confront inappropriate behavior and enforce University policies and procedures
- F. Report maintenance and facility concerns appropriately
- G. Post approved information from on-campus offices and organizations in a timely manner

TEAM MEMBER/ROLE MODEL

- A. Demonstrate behavior consistent with departmental and staff expectations
- B. Respect and maintain confidentiality
- C. Act as an appropriate referral agent for students
- D. Give and receive feedback from others in an appropriate manner
- E. Support and recognize other staff
- F. Act as an appropriate role model for others
- G. Handle stress appropriately
- H. Balance academics, personal relationships and extracurricular activities with the Resident Advisor position
- I. Support and/or be involved in community council efforts and encourage residents to be involved and active participants
- J. Participate actively in all staff development and training activities
- K. Identify as a role model and a representative of the University, both within and outside the hall and the University
- L. Know and adhere to the Code of Student Conduct, Terms and Conditions of Student Housing, Residence Life Departmental Standards, the Syracuse University Sexual Harassment Policy, Alcohol/Drug Policy and other policies of the University

MISCELLANEOUS

- A. Act as a representative of or accomplish tasks requested by the senior staff, Assistant Director of Residence Life, Associate Director of Residence Life, Director of Residence Life, or the Senior Vice-President and Dean of Student Affairs
- B. Perform other duties as assigned

Resident Advisor Job Description: 2010-2011

Learning Communities

Office of Residence Life

The Office of Residence Life, a department within the Division of Student Affairs, serves an integral role in the lives of Syracuse University students. Its mission is to foster student development, support academic success, and celebrate diversity by creating intentional programs and experiences within a community of learners that involves students, faculty, and staff.

The Learning Community Resident Advisor (LCRA) is a peer advisor and educator who works with residents to assist them in addressing their needs within a residence hall and the university community and works with faculty and staff to enhance the academic environment of the community. The position is challenging because the RA works with students and administrators, learns to articulate rights and responsibilities for both the individual and the University, and balances his or her own pressures of academic and personal responsibilities. To support and guide the Resident Advisors, professional staff members work to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students as well as provide on going support and training for RAs on their staff team.

Description of the Position

A Resident Advisor facilitates the development of a residential community in the living unit and helps strengthen students' communication and confrontation skills. A Resident Advisor intentionally facilitates dialogue with individual students and groups of students in a residence hall. Staff and students work cooperatively to identify student needs and respond to those needs through a variety of activities and programs. Specific responsibilities will depend on the needs of the particular hall to which the Resident Advisor has been assigned. A Resident Advisor is a member of the Residence Life Staff and is directly responsible to the Residence Director and Assistant Residence Director (Senior Residence Staff).

Under the supervision of the Senior Residence Staff, the Resident Advisor will fulfill the general requirements and responsibilities of this job as outlined in the "Resident Advisor Job Description" and in the "Resident Advisor Employment Agreement."

EDUCATOR

- A. Demonstrate effective listening and reflection skills
- B. Show sensitivity towards other lifestyles that are different from yours
- C. Celebrate and encourage others to celebrate issues of diversity
- D. Show a high level of self awareness and be aware of your strengths and weaknesses
- E. Engage in open dialogue and share in perspective taking
- F. Be aware of and represent the rationale for university policies and procedures to others
- G. Facilitate periodic meetings/programs with faculty
- H. Assist with providing additional LC programs
- I. Attend additional training and meetings (2 times/semester)

COMMUNITY FACILITATOR

- A. Know and recognize all members of your community
- B. Work to create a set of floor agreements among residents
- C. Meet the needs and interests of your residents through intentional floor programming
- D. Assist students in completing living agreements
- E. Provide dialogue and discussion on the issues of alcohol and other drugs, multicultural issues and academic support skills

- F. Maintain and update a physical environment in your community consistent with staff and departmental standards
- G. Integrating the RELI into the Learning Communities programming
- H. Plan a welcome event during opening specifically for the LC students
- I. Attend the LC retreat/ropes course

CRISIS MANAGER/ADMINISTRATOR

- A. Understand and utilize emergency procedures appropriately
- B. Remain calm and effective in emergency situations
- C. Complete paperwork in a timely and effective manner
- D. Be on time for all meetings, programs, and “on duty” responsibilities
- E. Consistently confront inappropriate behavior and enforce University policies and procedures
- F. Report maintenance and facility concerns appropriately
- G. Post approved information from on-campus offices and organizations in a timely manner
- H. Assisting with survey dissemination/assessment efforts

TEAM MEMBER/ROLE MODEL

- A. Demonstrate behavior consistent with departmental and staff expectations
- B. Respect and maintain confidentiality
- C. Act as an appropriate referral agent for students
- D. Give and receive feedback from others in an appropriate manner
- E. Support and recognize other staff
- F. Act as an appropriate role model for others
- G. Handle stress appropriately
- H. Balance academics, personal relationships and extracurricular activities with the Resident Advisor position
- I. Support and/or be involved in community council efforts and encourage your residents to be involved and active participants
- J. Participate actively in RA Orientation class
- K. Participate actively in all staff development and training activities
- L. Be aware that you are identified as a role model and a representative of the University, both within and outside the hall and the University
- M. Know and adhere to the Code of Student Conduct, Terms and Conditions of Student Housing, Residence Life Departmental Standards, the Syracuse University Sexual Harassment Policy, Alcohol/Drug Policy and other policies of the University.
- N. Attend and actively support LCAB activities and programs
- O. Actively assist in the recruitment of learning community residents
- P. Actively assist in the recruitment of Learning Community Resident Advisors

MISCELLANEOUS

- A. Act as a representative of or accomplish tasks requested by the senior staff, Assistant Director of Residence Life, Associate Director of Residence Life, Director of Residence Life, or the Senior Vice-President and Dean of Student Affairs
- B. Perform other duties as assigned

Compensation

Room and board charges for the fall and spring semesters shall be the responsibility of the University for the duration of employment of the Learning Community Resident Advisor. Additionally, the LCRA will receive \$600 per year in four installments of \$150.00 to be paid in October, December, March and May.

Summer at Syracuse Resident Advisor Job Description: 2010

OFFICE OF RESIDENCE LIFE

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The Resident Advisor (RA) is a peer advisor and educator who works with residents to assist them in addressing their needs within a residence hall and the university community. The position is challenging because the RA works with students and administrators, learns to articulate rights and responsibilities for both the individual and the University, and balances his or her own pressures of academic and personal responsibilities. To support and guide the Resident Advisors, professional staff members work to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students as well as provide on going support and training for RAs on their staff team.

Description of the Position

A Resident Advisor facilitates the development of a residential community in the living unit and helps strengthen students' communication and confrontation skills. A Resident Advisor intentionally facilitates dialogue with individual students and groups of students in a residence hall. Staff and students work cooperatively to identify student needs and respond to those needs through a variety of activities and programs. Specific responsibilities will depend on the needs of the particular hall and summer program to which the Resident Advisor has been assigned. A Resident Advisor is a member of the Office of Residence Life staff and is directly responsible to the Residence Director and Assistant Residence Director (Senior Residence Staff).

Under the supervision of the Senior Residence Life Staff, the Resident Advisor will fulfill the general requirements and responsibilities of this job as outlined in the "Resident Advisor Job Description" and in the "Resident Advisor Employment Agreement."

Summer at Syracuse Program Descriptions

Student SUCcess Initiative (SSUI): The Student SUCcess Initiative (SSUI) is a program committed to the retention of students and is designed for the undergraduate who is dedicated to making a change in his/her approach to academic and personal development. In partnership with schools and colleges, SSUI provides an intensive and comprehensive residential learning community experience that includes personal coaching, study groups, clinics, and tutorials as well as social activities that fully support the development and utilization of success-oriented skills and strategies.

Summer College: Summer College designed for high school students who wish to taste a slice of college life. The population is primarily composed of students who have completed their sophomore or junior years. Students choose from eleven academic programs, earning 6 college credits, or they may choose from a selection of shorter, non-credit programs. Summer College is their opportunity to explore a discipline at the college level as they begin to make decisions about colleges and majors. The experience helps students focus and energize as they return to their high school to prepare for college. Resident Advisors (RAs) play an important role helping students learn about, adjust to, and make decisions about the college life they want to pursue in addition to planning and coordinating a wide range of social and recreational activities for evenings, weekends, and special events.

SummerStart: SummerStart is a residential academic program designed to assist students in making a smooth transition from high school to college. Students may earn seven to ten credits towards their degree and are supported by advisors from their individual schools or colleges, academic counselors, and residence life professionals. This program provides students with an opportunity to become familiar with the academic, social and cultural life at Syracuse before starting the fall semester. SummerStart recognizes that considerable learning takes place outside of the classroom. Consequently, considerable emphasis is placed upon the development and execution of a residential life experience that is integrated with the academic and counseling aspects of the program.

EDUCATOR

- A. Demonstrate effective listening and reflection skills
- B. Show sensitivity towards other lifestyles
- C. Celebrate and encourage others to celebrate issues of diversity
- D. Show a high level of self awareness and be aware of personal strengths and weaknesses
- E. Engage in open dialogue and share in perspective taking
- F. Be aware of, and represent the rationale for, University policies and procedures

COMMUNITY FACILITATOR

- A. Know and recognize all members of the floor community
- B. Work to create a set of floor agreements among residents
- C. Meet the needs and interests of residents through intentional floor programming
- D. Facilitate weekly floor meetings with residents
- E. Assist students in completing living agreements
- F. Provide dialogue and discussion on the issues of alcohol and other drugs, multicultural issues and academic support skills
- G. Maintain and update a physical environment consistent with staff and departmental standards
- H. (Summer College and SummerStart) Assist with talent show and/or closing banquet
- I. (SSUI) Acclimate new transfer students to Syracuse University through the Transitions program
- J. (SSUI) Incorporate general summer session residents into SSUI events

CRISIS MANAGER/ADMINISTRATOR

- A. Understand and utilize emergency procedures appropriately
- B. Remain calm and effective in emergency situations
- C. Complete paperwork in a timely and effective manner
- D. Be on time for all meetings, programs, and “on duty” responsibilities
- E. Consistently confront inappropriate behavior and enforce University policies and procedures
- F. Report maintenance and facility concerns appropriately
- G. Post approved information from on-campus offices and organizations in a timely manner
- H. (Summer College and SummerStart) Enforce summer program curfew hours and facilitate nightly resident sign-in procedures, where appropriate

TEAM MEMBER/ROLE MODEL

- A. Demonstrate behavior consistent with departmental and staff expectations
- B. Respect and maintain confidentiality
- C. Act as an appropriate referral agent for students
- D. Give and receive feedback from others in an appropriate manner
- E. Support and recognize other staff
- F. Act as an appropriate role model for others
- G. Handle stress appropriately
- H. Balance academics, personal relationships and extracurricular activities with the Resident Advisor position
- I. Support and/or be involved in community council efforts and encourage residents to be involved and active participants
- J. Participate actively in all staff development and training activities
- K. Identify as a role model and a representative of the University, both within and outside the hall and the University
- L. Know and adhere to the Code of Student Conduct, Terms and Conditions of Student Housing, Residence Life Departmental Standards, the Syracuse University Sexual Harassment Policy, Alcohol/Drug Policy and other policies of the University

MISCELLANEOUS

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- B. Perform other duties as assigned