

RESIDENCE LIFE & HOUSING OPERATIONS

UNIVERSITY OF THE INCARNATE WORD

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**RESIDENT
ASSISTANT
RECRUIT
PACKET**



WHAT'S INSIDE?

FREQUENTLY ASKED QUESTIONS

LET'S GET FAMILIAR W/ RESLIFE

LET'S TALK: THE RA ROLE

LET'S TALK: THE HIRE PROCESS

LET'S TALK: MORE INFORMATION



RESIDENT ASSISTANT

FREQUENTLY ASKED QUESTIONS

WHAT DO WE GET?

HOUSING & MEAL PLAN COMPENSATION, BIWEEKLY STIPEND (\$55-\$70)
MARKETABLE SKILLS (NETWORKING, CUSTOMER SERVICE, ADMINISTRATIVE)

WHAT DO WE DO?

COMMUNITY DEVELOPMENT
ENSURE POLICY COMPLIANCE
INCIDENT RESPONSE & REPORTS
DESK SHIFTS & ADMIN DUTIES

WHO DO WE SERVE?

RESIDENTS
PROSPECTIVE STUDENTS
UIW STUDENTS & STAFF MEMBERS

MANDATORY PARTICIPATION?

STAFF TRAINING (FALL, SPRING)
STUDENT MOVE-IN/MOVE-OUT
WEEKLY STAFF MEETINGS
ON-CALL ROTATIONS (WEEK, WEEKEND, HOLIDAY)
PROGRAMS & EVENTS
ORIENTATIONS & RLHO SESSIONS

HOW TO LEARN MORE?

INTEREST MEETINGS, CONTACT YOUR RA,
OR EMAIL HOUSING@UIW.TX.EDU



LET'S GET FAMILIAR!

STUDENT STAFF

RESIDENT ASSISTANTS
SENIOR RESIDENT ASSISTANTS

OPERATIONS

DESK HOURS & ON-CALL
MONTHLY PROGRAMS FOR STUDENTS
EVALUATIONS & ASSESSMENTS
PROFESSIONAL DEVELOPMENT

WE'RE A TEAM!

PRO-STAFF (SUPERVISORS & FULL-TIME STAFF)
ARE DEDICATED TO THE PERSONAL, PROFESSIONAL,
AND ACADEMIC GROWTH OF ALL EMPLOYEES.

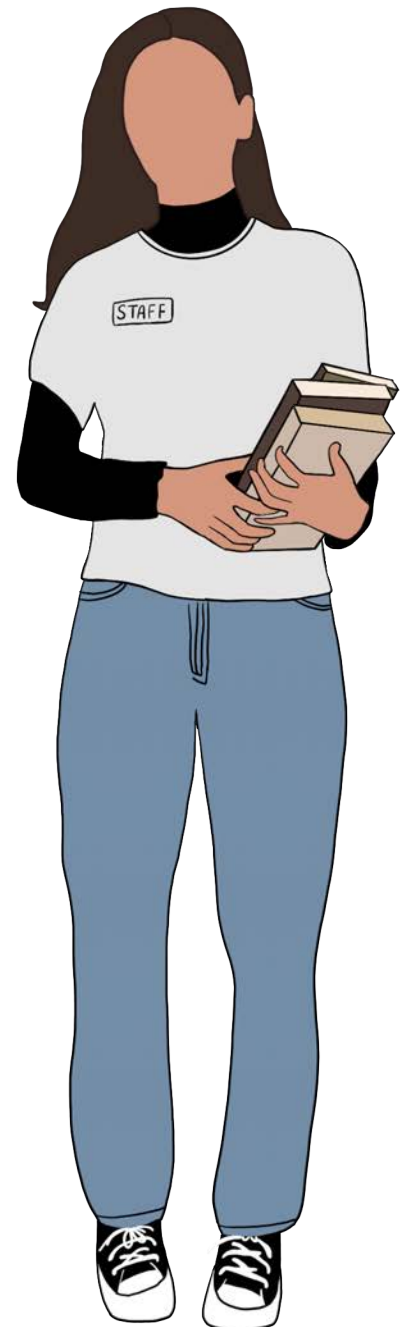
THIS INCLUDES TRAININGS, INITIATIVES, AND
ACTIVITIES AROUND:

- POLICIES & PROCEDURES
- PROFESSIONAL ETIQUETTE, HARD SKILLS, & SOFT SKILLS
- WORK / LIFE / SCHOOL BALANCE & TIME MANAGEMENT
- SELF-CARE & BOUNDARIES
- CREATIVITY & CRITICAL THINKING
- BEHAVIOR MODIFICATION & GUIDED MENTORSHIP

LOCATIONS

AGNESE/SOSA 11 BUILDINGS
CLEMENT 4 FIRST YEAR
DUBIUS 6 UPPER LEVEL
JOERIS*
SKYVIEW
AVOCA
HILLSIDE
MCCOMBS
ST. JOSEPH
TOWNSHIP
WATSON LOFTS

*1 SPLIT W/ UPPER & FIRST YR



THE RESIDENT ASSISTANT (RA) JOB DESCRIPTION

A RESIDENT ASSISTANT IS A STUDENT WHO HAS BEEN SELECTED AND TRAINED TO ASSIST RESIDENTS WITH A VARIETY OF CONCERNS. AN RA LIVES ON EACH FLOOR IN THE RESIDENCE HALLS AND IN ALL APARTMENT BUILDINGS. THE RA IS OFTEN THE FIRST PERSON RESIDENTS TURN TO WHEN THEY NEED ASSISTANCE.

SOME RESPONSIBILITIES OF THE RA INCLUDE:

- WORKING WITH RESIDENTS TO DEVELOP FLOOR AND BUILDING ACTIVITIES;
- LISTENING AND PROVIDING SUPPORT WHEN RESIDENTS NEED TO TALK TO SOMEONE;
- ENFORCING COMMUNITY STANDARDS AND POLICIES;
- ANSWERING QUESTIONS ABOUT THE RESIDENTIAL FACILITIES, ACADEMICS, AND CAMPUS LIFE; AND,
- CONDUCTING HEALTH & SAFETY INSPECTIONS AND MAINTAINING THE RESIDENTIAL ENVIRONMENT.

A FULL JOB DESCRIPTION AND A LIST OF JOB RESPONSIBILITIES FOR THIS POSITION ARE AVAILABLE AT THE END OF THIS INFORMATION PACKET.

APPLICATION REQUIREMENTS

APPLICANTS MUST HAVE A 2.5 CUMULATIVE GPA TO APPLY FOR THE POSITION. SUCCESSFUL CANDIDATES MUST MAINTAIN A 2.50 CUMULATIVE GPA AND A 2.50 SPRING SEMESTER GPA AND MUST MAINTAIN A 2.50 CUMULATIVE GPA AND A 2.50 SEMESTER GPA FOR EACH SEMESTER WHILE IN THE POSITION.

APPLICANTS MUST BE IN GOOD CONDUCT STANDING, WHICH MEANS YOU CANNOT BE ON DISCIPLINARY OR RESIDENTIAL LIFE PROBATION TO START THE POSITION. YOU MUST REMAIN IN GOOD CONDUCT STANDING TO CONTINUE IN THE POSITION ONCE HIRED.

APPLICANTS MUST HAVE AVAILABILITY TO BE ON-SITE FOR ON-CALL DUTIES SUCH AS WEEKDAY, WEEKEND, OR HOLIDAY ROTATIONS, AND LIVE IN YOUR ASSIGNED HALL.

COMPENSATION

AS AN RA, YOU WILL RECEIVE FINANCIAL COVERAGE FOR THE UNIT / ROOM ASSIGNED DURING EMPLOYMENT, FINANCIAL COVERAGE FOR A MEAL PLAN OF YOUR CHOOSING (PLATINUM, GOLD, SILVER), \$55 BIWEEKLY STIPEND (UP TO \$70 FOR RETURNING RAS), AND PROFESSIONAL DEVELOPMENT.

APPLICATION REMINDER

THE FINAL DEADLINE FOR APPLICATIONS IS SUNDAY, MARCH 5TH AT 11:59 PM. A RESUME IS REQUIRED. A RECOMMENDATION LETTER IS ENCOURAGED - AN EMPLOYER, A PROFESSOR, ETC.

SELECTION TIMELINE

FINAL APPLICATION DEADLINE	TBA
INTERVIEW; PHASE ONE	TBA
INTERVIEW; PHASE TWO	TBA
DECISION LETTERS AVAILABLE	TBA

HOW TO APPLY

VISIT THE "RESIDENCE LIFE & HOUSING OPERATIONS" HOMEPAGE

[HTTPS://MY.UIW.EDU/HOUSING/WORK-FOR-US.HTML](https://my.uiw.edu/housing/work-for-us.html)

SELECT "RLHO RESIDENT ASSISTANT" UNDER "CARDINAL TALENT"

[HTTPS://JOBS.UIW.EDU/](https://jobs.uiw.edu/)



RESUME HELP

OUR CAREER SERVICES (210-832-5627 // CAREERSERVICES@UIW.TX.EDU) OFFERS ASSISTANCE ASSOCIATED WITH OBTAINING A JOB AND STARTING A CAREER, INCLUDING HELP WITH RESUMES. WE STRONGLY ENCOURAGE YOU HAVE YOUR RESUME CRITIQUED SO THAT IT IS REPRESENTATIVE OF YOUR ACADEMIC, EXTRACURRICULAR, AND WORK EXPERIENCES.

INTERVIEW TIPS

PREPARE FOR YOUR INTERVIEW – TALK TO CURRENT STAFF, THINK ABOUT THE QUESTIONS YOU MAY LIKE TO ASK, AND THINK ABOUT THE KINDS OF QUESTIONS YOU MIGHT BE ASKED, AS WELL AS PERSONAL EXPERIENCES YOU MIGHT BE ABLE TO REFERENCE IN YOUR RESPONSES.

BE ON TIME – ARRIVE 5-10 MINUTES PRIOR TO THE SCHEDULED INTERVIEW TIME. THIS WILL ALLOW YOU TO RELAX AND GATHER YOUR THOUGHTS BEFORE BEGINNING THE INTERVIEW.

PROFESSIONAL DRESS IS PREFERRED – WEAR CLOTHES THAT ARE APPROPRIATE IN A PROFESSIONAL SETTING. CARDIGAN SWEATERS, KHAKI PANTS, AND BUTTON-DOWN SHIRTS ARE A FEW OPTIONS.

RA MANDATORY PARTICIPATION

RA TRAINING	[FALL] 2 WKS PRIOR, [SPRING] 1 WK PRIOR
MOVE-IN	WEEKEND BEFORE SCHOOL STARTS
MOVE-OUT	WEEKEND AFTER SCHOOL ENDS
HEALTH & SAFETY INSPECTIONS	TBD
ORIENTATION DAYS	SEMESTERLY
PROGRAMMING	SEMESTERLY

THE **ALTERNATE** RESIDENT ASSISTANT POSITION

EVERY YEAR A NUMBER OF APPLICANTS ARE CHOSEN AS ALTERNATES. BEING CHOSEN AS AN ALTERNATE MEANS THAT YOU ARE QUALIFIED FOR THE POSITION, BUT WE DID NOT HAVE ENOUGH VACANT POSITIONS TO OFFER YOU A JOB AT THIS TIME. **ALTERNATES CAN BE OFFERED POSITIONS THROUGHOUT THE ACADEMIC YEAR.** IF POSITIONS BECAME AVAILABLE MID-YEAR, ALTERNATES WOULD HAVE PRIORITY CONSIDERATION FOR EMPLOYMENT BEFORE NEW CANDIDATES IN THE SELECTION PROCESS.

IF A POSITION IS OFFERED TO YOU AND YOU CHOOSE TO DECLINE IT, YOU WILL BE REMOVED FROM THE ALTERNATE POOL AND MUST REAPPLY IF YOU WANT A POSITION FOR THE NEXT ACADEMIC YEAR.

IF A POSITION IS OFFERED TO YOU AND YOU CHOOSE TO ACCEPT IT, YOU MUST SUBMIT YOUR ACCEPTANCE LETTER. DUE TO THE POSSIBILITY OF EMPLOYMENT AT ANYTIME, ALTERNATES MUST ATTEND TRAININGS.

CARDINAL RESIDENT COUNCIL

WANT TO MAKE AN IMPACT ON YOUR COMMUNITY AND BE THE VOICE OF STUDENTS LIVING ON-CAMPUS, BUT NOT READY TO COMMIT TO THE RA ROLE? PARTICIPATING IN CARDINAL RESIDENT COUNCIL IS A GOOD OPPORTUNITY TO GET YOUR "FOOT IN THE DOOR" - AN OPPORTUNITY TO SHAPE THE STUDENT EXPERIENCE AND SERVE AS THE VOICE OF RESIDENTS.

THANK YOU

**FOR YOUR
INTEREST**

HOUSING[AT]UIW.TX.EDU

UIW.EDU/HOUSING/

(210) 829-6034

SEC 3150

