

Be Ext(RA)ordinary

Be Hono(RA)ble

Be Out(RA)geous

Be the (RA) in YOU!

Apply to be a 2012-2013  
Resident Assistant or  
Graduate Resident Assistant.  
Application live: November  
9, 2011!!

Be Multicultu(RA)al

BE B(RA)VE

All Application Materials **MUST** be submitted by  
**Tuesday, January 10, 2012** to the Mendelsohn  
Quad Office.

**Locate RA/GRA Applications at**  
**[www.stonybrook.edu/housing](http://www.stonybrook.edu/housing)**  
**Click on Employment Opportunities**

## Now Hiring:

Resident Assistants (RAs) and Graduate Resident Assistants (GRAs) are paraprofessional staff members of the Division of Campus Residences and Department of Residential Programs who report directly to a Residence Hall Director (RHD).

RAs and GRAs play an integral role in the overall operation of the residence hall which includes but is not limited to: creating educational and social programming, educating residents on campus and community resources, promoting a safe and healthy living environment and providing administrative support for the residential community.

Resident Assistants and Graduate Resident Assistants continually strive to enhance the quality of life on campus.

*Some of the overall responsibilities are listed in this brochure, however, many of the specific details are dependent on the community in which RAs and GRAs are placed.*

### Things to Do/Know When Applying for the G/RA Position

- Sign up for a Lotus Notes Email Account at one of the 4 Sinc Sites listed on the back of this brochure.
- Fill out application online (<http://www.studentaffairs.stonybrook.edu/res> and click on *employment opportunities*)
- Print Application Confirmation (which you will receive via email) and attach your resume and 2 reference forms to it.
- Drop completed application packet off to the Mendelsohn Quad Office by 4 PM on 01/10/12.

### Remuneration

- ✓ Bed-waiver
- ✓ Meal Plan Stipend
- ✓ Bookstore/Campus Cash Account

### Apartment Meal Plan

- ✓ \$125 - First Year RA/GRA
- ✓ \$200 - Second Year RA/GRA

### Standard Meal Plan

- ✓ \$300 - First Year RA/GRA
- ✓ \$500 - Second Year RA/GRA

### Bookstore/Campus Cash Account

- ✓ \$125 - RA/GRA in Singles
- ✓ \$225 - RA/GRA in Doubles

### Additional Benefits

- Priority Registration
- Professional Development Opportunities

### Advantages of Being a Resident Assistant/Graduate Resident Assistant

RAs and GRAs gain a multitude of transferable skills through this position. Marketing, conflict resolution, counseling and public speaking skill building are all embedded in the fabric of the RA/GRA professional development experience.

### We promote academic success...

All Undergraduate Resident Assistants must have a minimum GPA of 2.5 (in West Apartments the minimum is 3.0).

All Graduate Resident Assistants must have a minimum GPA of 3.0.

### We hire role models...

All Resident Assistants and Graduate Resident Assistants must be in good judicial standing with the University.

## Important Dates & Events

Date	Event	Time	Location
10/26/11	Info. Session	9:00pm	GLS/HDV Center
11/2/11	Info. Session	1:00pm	SAC
11/10/11	Info. Session	9:00pm	Chapin Commons
11/16/11	Info. Session	9:00pm	West E Commons
11/30/11	Info. Session	9:00pm	Tabler Arts Center
12/5/11	<b>Spring 2012 Study Abroad</b>	<b>App</b>	<b>Deadline</b>
12/5/11	Info. Session	9:00pm	O'Neill College
01/10/12	<b>Application due</b>	<b>By 4pm</b>	<b>Online &amp; Mendelsohn Quad Office</b>
2/19/12-2/26/12	RA Mixers	<b>All RA process updates including interview/mixer times and locations will be sent via Lotus Notes.</b>	
3/4/12	Interviews		

**To apply to be a RA/GRA, you must sign up for a Lotus Notes Email Account. You can visit one of the 4 main sinc-sites to create one.**

- Main Library, Room S1460, Phone: 632.9602

- Student Union, Room 080 (Basement), Phone: 632.1673

-Computing Center (in the Engineering Quad), Room 138, Phone: 632.8039

- HSC Library, 3rd floor, Phone: 444.3502

## Outline of Job Responsibilities

### I. Advising, Communication, and Resource Referral:

- Know the residents of your hall. Be aware of their personal, social and academic concerns.
- Refer any residents who you perceive are in need of professional attention to your RHD.
- Be visible, available and approachable to all residents.
- Be objective and unbiased in your interactions with students.
- Hold monthly floor meetings.
- Be familiar with campus and community resources.
- Be familiar with and communicate safety and emergency procedures.

### II. Community Development:

- Assess the needs of your residents on a continual basis. Initiate, plan and organize programs of a social, educational, cultural and recreational nature
- Attend programs and activities including but not limited to Hall Council (CARA/SARA), Homecoming, Spirit Week, and 'Tis the Season. Encourage residents to actively participate in and plan these events as well.
- Be familiar with and able to explain Campus Residences and University policies and judicial systems.
- Enforce policies impartially.
- Support and encourage first year students' participation in their assigned Undergraduate Colleges.
- Role model appropriate behavior.

### III. Administrative/ Duty Responsibility:

- Provide on-duty coverage when the residence halls are open and occupied. This includes, but is not limited to, Thanksgiving, intersession (for specified buildings) and spring break.
- Be sensitive to the issue of confidentiality.
- Consistently check and respond to Lotus Notes email account.
- Conduct Health & Safety inspections on a monthly basis and during nightly rounds while on duty.
- Familiarize residents with community safety, emergency and fire evacuation procedures.
- Participate in a rotating, on-call duty roster. Duty hours are as follows:  
Duty Coverage (7 days a week)  
Office Coverage -7:00-11:00pm  
Overnight 11pm-8:30am (Phone Coverage)  
24-Hour Duty Coverage of Saturday and Sunday

• *Continued on next page*

## IV. Interpersonal Skills/ Paraprofessional Development:

- Exhibit effective listening and confrontation skills.
- Challenge yourself to achieve higher levels of awareness.
- Maintain appropriate sensitivity of cultural norms.
- Provide excellent customer service at all times.
- Recognize personal/professional limitations and utilize appropriate resources.
- Follow-through on decisions.
- Use common sense and good judgment in decision making.
- Attend all meetings and trainings on time.
- Balance time commitments and academic responsibilities.
- Be receptive to paraprofessional and personal development.
- All RAs/GRAs are required to attend training as scheduled at the Quad and Division wide levels. This will include, but is not limited to, pre-service training prior to the start of each semester as well as in-service training throughout the semester.
- All staff members are expected to assist in the recruitment and selection of new RAs/GRAs. This includes identifying strong candidates and helping with the individual and placement interviews.

[For Complete Job Description, Please Visit Our Website](#)

<http://www.studentaffairs.stonybrook.edu/rasite/responsibilities.aspx>

### Helpful Hints!

-Attend an Info Session.

-Thoroughly review the job requirements and description.

-Schedule a resume consultation at the Career Center.

-Ask your RA/GRA and RHD about what makes the RA/GRA position a great leadership opportunity.