RESIDENT ASSISTANT APPLICANT
RESOURCE GUIDE

“Like a Good Neighbor
Your RA is There!”

2016-2017 RA SELECTION PROCESS
October 26, 2015

Dear Applicant,

On behalf of the Office of Residential Life, I would like to thank you for your interest in applying for a Resident Assistant (RA) position for the 2015-2016 academic year. The Office of Residential Life believes in selecting highly skilled and motivated individuals to be part of our dynamic team. Our mission is to be “an integral part of the educational experience at the University of Hartford” while providing “an environment that is safe and conducive to student success.” RAs are essential to making this mission a reality!

The Office of Residential Life is looking for highly motivated students who are interested in becoming a leader in their community. The RA position encompasses a variety of responsibilities, including facilitating community development, enforcing institutional policies, planning student programs and community builders, and so much more. RAs often embody what it means to be Committed to Community. This is the type of position, where you will be able to make a difference and learn a great deal about yourself. Students interested in this role should also have a high degree of responsibility, commitment, and dedication.

Prior to completing your online RA application, please read the information enclosed in this information resource guide to ensure you have a full understanding of the RA position and its responsibilities. Applicants interested in being considered for an RA position for the 2016-2017 academic year will need to submit your application by January 22, 2016. Applicants interested in submitting their application for priority consideration MUST do so by December 23, 2015. After the January 22nd deadline, new applications will be accepted; however they will not be eligible for consideration until after July 1, 2016 and after all candidates who participated in the 2016-2017 RA Selection process have been considered.

Again thank you for your interest in becoming an RA. I wish you the best of luck in the selection process and encourage you to apply for this amazing opportunity. If you have any questions please contact our office or speak with an RA or one of our Resident Directors.

Sincerely,

Shawn A. McQuillan
Associate Director of Residential Life
APPLICANT ELIGIBILITY

All RA applicants must meet the following criteria:

- Enrolled as a full-time undergraduate (minimum of 12 credits) student. Graduate students are not eligible for the position.
- Obtain sophomore, junior, or senior standing by the start of the Fall 2016 semester. Applicants must also have completed at least one full semester at the University of Hartford by the start of the Fall 2016 semester.
- Have a 2.5 GPA or higher by the end of the Fall 2015 semester. Any applicant that does not meet the GPA requirement will not be eligible for consideration until they raise their GPA to a 2.5. We encourage individuals with a 2.5 GPA or lower to still apply in the event that an opening occurs during the summer and if you are able to raise your GPA.
- Obtain/maintain satisfactory academic progress as defined by your specific college and/or program of study.
- Eligible to receive financial assistance from the University of Hartford (In most cases 99.9% of students at the University are considered eligible – You do not need to currently receive financial aid, you just need to be eligible for financial assistance). RAs are compensated with room and board and students who are not eligible for this form of compensation are unfortunately not able to be considered for the RA position.
- Found not responsible for significant or repeated violations of University Code of Student Conduct or University Housing Agreement. All applicants are encouraged to apply, however each applicant’s student conduct and housing records will be reviewed.

SELECTION PROCESS OVERVIEW

In order to apply for the RA position each applicant must complete the following:

- ONLINE APPLICATION – Submit your online Resident Assistant Application for Employment (Direct Link: http://bit.ly/1617UHartRAApp). Applications are only accepted online, handwritten or printed applications will not be accepted.

All applications MUST be submitted by January 22, 2016 for consideration. Applicants interested in submitting their application for priority consideration must do so by December 23, 2015. RA applications are accepted throughout the year, however any applications received after January 22nd will not be eligible for consideration until after July 1, 2016.

What is required to complete the application?

- Submit demographic, academic, personal, and extracurricular information about yourself.
- Provide the contact information for 3 personal references that can attest to your character and work ethic. RAs and Residential Life staff are not eligible to serve as a reference, as they will already serve as an informal reference.
- Upload a current resume and cover letter. The Office of Career Services can help any student with creating these two documents. The Office of Residential Life and Career Services will also be sponsoring two RA Selection Information Sessions that are specific to writing a resume and cover letter for the RA position. These sessions are optional, but if you need help we strongly
encourage you to attend. Each session will last no more than an hour and will occur on the dates and times listed below:

□ **HAWK HALL RESIDENTIAL LEARNING COMMUNITY RA ROLE** – Applicants interested in being considered for an RA position in Hawk Hall will be provided the opportunity to interview for a Hawk Hall RA position during the RA Interview Carousel.

□ **GROUP PROCESS DAY** – All applicants are required to participate in our **MANDATORY** RA Group Process Day. Group Process Day is scheduled for **Saturday, February 20, 2016**. This event consists of RA applicants participating in a variety of observed group activities to see how they interact and what role they take on in a group.

Group process is scheduled to take place from 8:30am to 4:30pm and RA applicants should arrange their schedule accordingly. Further details about this event will be released to all applicants after the January 22\(^{nd}\) application deadline.

□ **RA INTERVIEW CAROUSEL** – Participate in a group interview process called the RA Interview Carousel. This is a 3 ½ hour process where each applicant is divided up into groups with five to six other candidates. As a group you will interview in 25 minute time slots with each of our 6 Resident Directors (RDs). The RDs directly supervise the RAs and are part of the RA Selection Team.

The benefit of the RA Interview Carousel is it will allow each RA candidate to interview with each RD on staff. This gives each candidate the opportunity to interview for the position 6 times in one sitting. We have scheduled 5 different RA Interview Carousels and these carousels will take place during January and February.

After the January 2\(^{nd}\) application deadline, all candidates will receive an email inviting them to sign-up for one of our RA Interview Carousels. The RA interview carousels are scheduled for the following days:

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<thead>
<tr>
<th>RA INTERVIEW CAROUSEL</th>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Carousel 1</td>
<td>January 31(^{st})</td>
<td>1:00pm – 4:30pm</td>
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<tr>
<td>Carousel 2</td>
<td>February 5(^{th})</td>
<td>1:00pm – 4:30pm</td>
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<tr>
<td>Carousel 3</td>
<td>February 6(^{th})</td>
<td>9:00am – 12:30pm</td>
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<tr>
<td>Carousel 4</td>
<td>February 12(^{th})</td>
<td>1:00pm – 4:30pm</td>
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<tr>
<td>Carousel 5</td>
<td>February 19(^{th})</td>
<td>1:00pm – 4:30pm</td>
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**EMPLOYMENT STATUS NOTIFICATION:**
All RA applicants will be notified of their employment status by the end of the first week in March of 2014. Applicants will either be offered a position, placed on the alternate list, or that at this time we are not interested in their candidacy as an RA. RAs that are offered the position will be given a specific date to either accept or decline the offer.

**APPLICANT RESOURCES & SUPPORT**

**In an effort to assist RA applicants, the following optional workshops have been created. Attending these workshops is not required; however we encourage applicants to utilize them as a possible resource:**

□ **RA INFORMATION SESSIONS** - The Office of Residential Life is hosting two information sessions to provide applicants with further details about the RA position. These are optional sessions; however we encourage
applicants to attend one of these sessions to learn more about the RA position and its responsibilities. The dates and times of these information sessions are listed below:

<table>
<thead>
<tr>
<th>INFORMATION SESSION DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tr>
<td>Thursday, November 5th</td>
<td>12:00pm – 1:00pm</td>
<td>GSU 345</td>
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<tr>
<td>Thursday, November 19th</td>
<td>7:00pm – 8:00pm</td>
<td>Hawk Hall 115</td>
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☐ **RA COVER LETTER & RESUME WORKSHOPS** - Do you need help writing your resume or cover letter? Do you want to tweak it for the RA position? Bring your cover letter and resume to this interactive optional workshop for helpful tips and feedback. Staff from the Office of Residential Life and Career Services will be available to answer questions and assist you with your resume and cover letter.

The dates and times of these workshops are:
- Wednesday, November 11th from 4:00pm to 5:00pm in Hawk Hall 115
- Tuesday, December 1st from 12:30pm to 1:30pm in Hawk Hall 115

☐ **RA POSITION RELATED FACTS**

**It is imperative that RA applicants review and understand the following information prior to applying for the RA position (this information is also outlined in the RA position description):**

☐ **COURSE REGISTRATION LIMITATIONS** – Due to the nature of the demands of the position, if you are selected for an RA position you cannot enroll in more than one night course a semester. The Office of Residential Life views a night course as any class that either starts after 7:30pm or does not end until after 7:30pm (for example, a course that runs from 7:30pm to 9:15pm on Tuesday and Thursdays would be considered 1 night course). Requests for special exceptions to this policy must be submitted in writing to Shawn McQuillan, Associate Director of Residential Life at mcquillan@hartford.edu.

☐ **GPA REQUIREMENTS** – It is imperative that our RAs be academically successful and serve as a positive role model for their residents. If you are selected for an RA position you will be required to maintain a 2.5 cumulative GPA and a 2.0 semester GPA throughout the duration of your employment. If a RAs GPA falls below the 2.5 cumulative GPA requirement, will be subject to departmental academic probation or termination from the RA position. Any newly hired RA whose GPA falls below the 2.5 GPA requirement at the end of the Spring 2015 semester will have their offer of employment rescinded.

☐ **FINANCIAL AID** - RAs are compensated by receiving room and board (Student Leader Meal Plan: 200 Block Meals/$500 Dining Dollars). This compensation is considered part of your financial aid package and can directly impact how much financial aid you receive (including work study). For more information about how the RA position may impact your financial aid package contact the Office of Student Financial Assistance at 860-768-4296.

☐ **MEAL PLAN** – As part of their compensation package, RAs receive the Student leader Meal Plan. This meal plan consists of 200 Meals and $500 dining dollars a semester. RAs are not able to change or alter their meal plan for any reason, this includes upgrading or downgrading. If you have an internship, student teaching, or other experience that limits your access to obtain meals at University Commons, we encourage each applicant to consider whether the RA position and the benefits from it will work with your academic or personal commitments.

☐ **HOUSING** – Part of the RA compensation package is that RAs receive housing. RAs are placed on specific staffs and are tentatively assigned to these spaces based on the need of the community and department. All RA assignments are tentative as the Office of Residential Life reserves the right to move an RA for a
If selected as an RA, your specific housing assignment is a designated staff assignment and can only be occupied while you are employed in the RA role. If a candidate requires special housing accommodations that will be reviewed, however we cannot guarantee they can be accommodated as RAs are placed in specific areas based on department and community need.

**COURSE REQUIREMENT** – If selected as an RA, you will be required to enroll in EDG 310: Residential Education and the College Student for the Fall 2016 semester. This is a two credit course within the College of Education, Nursing, and Health Professions that complements the student leadership role of the RA position and focuses on student development theory, student leadership, and topical issues facing college students.

All new RAs (who have not previously taken this course and passed it with at least a C) are required to enroll in EDG 310 within their first semester of employment and are required to pass the course with at least a C (RAs who place the class on PASS/FAIL are required to receive a PASS in the course). Any RA who does not pass EDG 310 with at least a C or who does not receive a PASS grade will be terminated from the RA position immediately.

Two sections of EDG 310 are offered during the Fall semester. The two sections meet on Tuesdays from 5pm to 7:20pm and Wednesdays from 2:30pm to 4:55pm. Any newly hired RAs are required to enroll in one of these two sections.

**SATISFACTORY ACADEMIC PROGRESS** – RAs are required to maintain satisfactory academic progress as outlined by their specific college in order to be eligible for the RA position. Students who do not maintain satisfactory academic progress are not eligible for financial assistance and therefore are no longer considered eligible to serve as an RA.

**PRIORITIES** – Anyone selected for the RA position is expected to recognize the RA position as your primary non-academic responsibility. Scheduling of staff meetings, duty nights, supervision and all other RA duties take precedence over all other non-academic commitments, including outside employment and extracurricular activities. RAs are expected to limit outside employment to no more 10 hours a week.

**STAFF TRAINING & DEVELOPMENT** – RAs are expected to attend all staff training and development activities as outlined in the RA position description. These training activities are mandatory and essential to a RAs success within the position. Our two main training programs consist of the Resident Assistant Learning Institute, which happens during August and the RA Winter Renewal, which occurs in January. In both training programs staffs are scheduled from 10:00am to 10:30pm each day. These are extensive training sessions and RAs are informed that they are expected to suspend all activities during this timeframe to ensure they can participate fully. RAs that are unable to attend these training and development activities will be subject to disciplinary action, which may include termination from the position.

**STUDENT LEADERSHIP POSITIONS** – RAs are encouraged to be active leaders within our campus community. As a result we support RAs being engaged in extracurricular activities, such as being involved in a student organization, serving as a Red Key, competing as a student athlete, etc. RAs need to understand that the RA position takes priority above all forms of outside employment and extra-curricular involvement.

In most cases, RAs are able to manage their RA position and their student leadership roles successfully. However in situations where this is not the case, the RA will be expected to either decrease their level of involvement or step down from the RA position.

Due to conflicting demands between the responsibilities of RAs and Red Caps, any applicant who accepts both an RA and Red Cap position will be allowed to serve as a Red Cap for sessions 1 through 4 only. RAs that are hired as Red Caps will not be able to assist with orientation session 5 or Lift-Off. The Office of Orientation is in agreement and will excuse RAs who are hired as Red Caps from assisting with session 5 and Lift-Off.
RA POSITION DESCRIPTION – Review the RA position description prior to applying for the job. RAs are expected to complete all tasks outlined in the RA position description.

2016-2017 RESIDENT ASSISTANT POSITION DESCRIPTION

Title: Resident Assistant
Division/Department: Student Affairs / Residential Life
Reports To: Resident Director
Employment Dates: August 10, 2016 to May 22, 2017

The Resident Assistant (RA) is a key member of the Office of Residential Life staff. The RAs responsibility, under the direction of a Resident Director (RD), are to assist residents, serve as a resource, facilitate community development, plan and implement programs and community builders, educate residents about and enforce policies, assist with administrative tasks, and other additional duties. RAs are expected to assign priority to their RA position over all other non-academic activities. Preference will be given to candidates with less than 15 hour per week of additional employment and extra-curricular activities.

Serving as an RA requires active interest and participation in all aspects of residential living. The RA position is an academic-year appointment beginning no earlier than August 10, 2016. The RA role is an at will employment position and RAs are appointed on a year to year basis. RAs interested in returning to the position will be required to participate in a re-appointment process and must be eligible for re-appointment. Continued employment is dependent upon work performance, department need, and an RAs employment record. The RA position has a 6 semester term limit. Any student who has worked as an RA for six semesters (summer not included) will not be eligible for employment past their sixth semester as an RA.

Each RA is required to fulfill the tasks listed below for appointment to the position and for continued employment within the Office of Residential Life.

ELIGIBILITY:
A. Dates of employment are from August 10, 2016 at 8:00am to 5:00pm on May 22, 2017 (or the day following commencement, whichever comes first).
B. Register and maintain a minimum of 12 undergraduate credit hours and must be registered as a full-time student by the deadlines set by the Office of Residential Life.
C. Maintain a cumulative 2.5 GPA throughout your employment as a RA and above a 2.0 semester GPA. If a RAs cumulative GPA drops below a 2.5 during their employment, the RA my either be placed on departmental academic probation or terminated from the position. The decision of probation or termination in this case will be rendered by the Associate Director of Residential Life and/or designee. If an RA is placed on departmental academic probation they will be offered the opportunity to participate in the Resident Assistant Academic Support and Assistance Program (RAASAP). RAs on department academic probation will be required to raise their GPA to the minimum requirement by the end of the semester they are placed on probation. RAs who fail to raise their GPA or who are on academic probation more than once during their employment with the department may be removed from the RA position.
D. Maintain satisfactory academic progress as defined by each college and the University of Hartford.
E. Be eligible to receive financial assistance in the form of housing and a student leader meal plan as compensation for your RA position.
F. Be enrolled in and take no more than one night course a semester. The Office of Residential Life views a night course as any class that either starts after 7:30pm or doesn’t end until after 7:30pm. Requests for special exceptions to this policy must be submitted to the Associate Director of Residential Life.
G. Inform their RD in advance if they plan on leaving campus for more than 3 days.
H. Limit additional employment to ten hours per week (on or off campus). Additionally, a RAs involvement in internships, student teaching, independent projects, athletic activities, and other extra-curricular on or off-campus activities must be approved by the RD.
I. Successfully pass (receive a minimum of a C or PASS grade) and receive credit for the EDG 310: Residential Education and the College Student within your first semester in the RA position (RAs hired mid-year will be required to take the course the following Fall semester). Any RA who does not pass (receive a C or PASS grade) or who fails to enroll in the course will be terminated from the RA position.
J. RAs are employed on a year to year basis. RA’s interested in returning to the position for the following year will need to complete the RA re-appointment process. Continued employment is dependent on performance, department need, and a RA’s individual employment record. Re-appointment is not guaranteed. The RA position has a six semester term limit and after serving as an RA for six semesters (summer sessions do not count) an RA is not eligible for re-appointment.

**STUDENT & COMMUNITY ENGAGEMENT:**
A. Be present and visible on campus and within your assigned residential community.
B. Become acquainted with and recognize all residents within your residential community.
C. Connect residents to one another and build meaningful relationships with every resident on and/or within your residential community.
D. Engage in intentional interactions known as Resident Dialogues with residents on a one-on-one basis each semester and throughout the academic year.
E. Facilitate the creation of community standards among your residents.
F. Distribute and assist with the completion/implementation of roommate agreements.
G. Educate students about the mission, vision, values, and brand of the University, student affairs, and the Office of Residential Life.
H. Advise individual residents in personal, social, and academic matters and make necessary referrals.
I. Act as an appropriate resource and referral agent for your residents.
J. Support the Residence Hall Association, National Residence Hall Honorary, and your area Hall Councils.
K. Facilitate community meetings as outlined by your RD.
L. Assist residents with roommate conflicts and facilitate roommate mediations as directed by your RD.

**PROGRAMS, COMMUNITY BUILDING, & EVENT PLANNING:**
A. Plan, organize and implement programs, community builders, and activities as outlined by the Resident Community Engagement (RCE) Curriculum and your RD.
B. Complete an RCE Action Plan and submit RCE Reports within the timeline provided by your RD.
C. Survey residents regarding programmatic and community building interests.
D. Design educational bulletin boards as outlined by the RCE Curriculum and your RD.
E. Create door decorations for each of your residents as outlined by the RCE Curriculum and your RD.
F. Implement snow day activities, programs, and community builders as directed by your RD.
G. Assist in the planning, organizing, and implementation of community programs and activities.

**POLICY MANAGEMENT, CRISIS RESPONSE, & DUTY:**
A. Perform on duty responsibilities (on a rotating schedule), including necessary rounds, documentation, and emergency response. RAs are on duty from 7:30pm to 8:30am Monday through Thursday and 7:30pm to 7:30 pm Friday through Sunday. During holidays, snow days, class cancellations, and emergency situations RAs will be on duty for a 24 hour period and will serve in an on duty capacity from the time they start duty at 7:30pm till the next day when they return their duty keys at 7:30pm.
B. RAs will complete one hour of their assigned duty shift from 7:30pm to 8:30pm in the RA office or programming space. Each RD will outline where RAs will complete this specific duty shift.
C. Consistently confront policy infractions as outlined by the department and your RD.
D. Enforce all University policies and educate residents about the regulations and guidelines that are outlined in The Source (Student Handbook) and the University Housing Agreement. Based on this it is expected that RAs will have read and be well versed in the policies in these documents.
E. Submit documentation of all incidents through the StarRez Incident Communication Form.
F. Complete a duty log each night you are on duty. The log should provide a summary of what occurred during the duty time frame.
G. Be present during and assist with the management of emergency/crisis situations as instructed by residential life professional staff.
H. Serve as a Campus Security Authority with regard to Clery Act reporting.
I. Contact the RD on Duty or Public Safety when necessary and when further support is needed.

ADMINISTRATIVE FUNCTIONS:
A. Assist with the following administrative functions:
   - Staff Recruitment and Selection (RA and Professional Staff)
   - Annual Spring Fling Event (not included in duty shifts)
   - RA Trainings and Staff Development Activities/Workshops
   - Emergency/Crisis Situations
B. Stay late and return early for all breaks (including Thanksgiving, Winter, Spring Break, etc.) as outlined by your RD and the Office of Residential Life.
C. Manage a functional area within your assigned residential community or staff. Functional areas may include but are not limited to duty scheduling, facilities, social media, staff development, Residence Hall Association (RHA) representative, Assistant Hall Council Advisor, and various administrative responsibilities as determined by your RD.
D. Be thoroughly familiar with the RA Resource Manual, The Source, University Housing Agreement and other residential life publications as outlined by your RD and the Office of Residential Life.
E. Check your University of Hartford email at least once per day and regularly check the Resident Assistant Blackboard site.
F. Actively attend and participate in all paraprofessional staff training and development activities, which includes, but is not limited to:
   - LEAD Resident Assistant Advance (LEAD RAs only) – August 10, 2016 to August 11, 2016
   - New Resident Assistant Orientation (New RAs only) – August 11, 2016 to August 12, 2016
   - 2016 Resident Assistant Learning Institute (RALI) – August 14, 2016 to August 25, 2016
   - Resident Assistant In-Services (attend 2 RA in-services each semester)
   - Department Staff Meetings
   - Staff Supervision and Development (i.e. area staff meetings, one-on-ones, staff outings, etc.)
   - Fall and Spring Departmental Banquets
     - Winter Closing Dinner – December 20, 2016
     - End of Year Resident Assistant Banquet – May 18, 2017
   - University Functions/Events
G. Be on time for all meetings, programs, one on one supervision meetings, and “on duty” responsibilities.
H. Submit weekly or bi-weekly reports to your RD.

FACILITIES & OCCUPANCY MANAGEMENT:
A. Assist with all functions of residence hall openings and closing (planned and unplanned):
   - Fall 2016 Coordinated Opening – August 26, 2016 to August 28, 2016
   - Spring 2017 Opening – January 22, 2017
B. Conduct room assessments and inspections at the beginning and end of each semester.
C. Conduct monthly health and safety inspections and life safety equipment inspections.
D. Educate and assist residents with the housing selection and room change process.
E. Assist with the completion of the student census each semester as directed by your RD.
F. Be responsible for release keys, master keys, office keys and/or swipe card for lock out purposes. Loss of release keys, master keys and/or swipe card could result in automatic termination from the RA position and the RA being financially responsible for the cost of lock changes.
G. Report maintenance and facility concerns in a timely manner.

 ROLE MODELING AND PERSONAL CONDUCT:
A. Positively and actively contribute to the co-curricular life of your residents and to the effective functioning of your team and the residential life experience.
B. Serve as a role model to students, parents, faculty, and staff both within and outside of the University community. In this capacity you should act in an ethical manner and demonstrate responsible decision making at all times. RAs are expected to not only enforce, but also adhere to all policies outlined in The Source and Housing Agreement.
C. Represent Office of Residential Life, Division of Student Affairs, and the University of Hartford in a positive and exemplary manner. In this role you should serve as a University ambassador and speak positively to students, parents, and outside community members about the University of Hartford, the Office of Residential Life, and the RA position.
D. Participate in the RA performance evaluation process each semester of employment. During this evaluation process be receptive to constructive feedback and actively apply it to improve performance.
E. Adhere to the RA Confidentiality Agreement and maintain student confidentiality.
F. Fulfill all RA related responsibilities outlined in the RA position agreement, the RA Resource Manual, and any additional expectations provided by your RD, the Associate Director of Residential Life, and/or other residential life staff.
G. Provide quality customer service and serve as an educator to students, parents, guardians, and families of residents.

ADDITIONAL RESPONSIBILITIES:
A. Perform other RA related responsibilities or duties as assigned by the Office of Residential Life.

It is essential that each Resident Assistant perform all expectations listed in this position description. In the event that a staff member does not fulfill the responsibilities of the position, that staff member will be subject to a disciplinary review in an effort to address or correct the performance issue(s).

Compensation for the Resident Assistant position includes a housing assignment in a single room (please note that exceptions to the single room may be made for unforeseen circumstances) and a Student Leader meal plan, which consists of 200 meals and 500 dining dollars. RAs are not able to alter their compensation package, which includes changing their housing assignment and/or meal plan.

RA compensation (housing and student leader meal plan) is considered part of the Student’s Financial Aid package and can impact a student’s financial aid, including work study. Please speak to the Office of Student Financial Assistance at 860-768-4296 to see what impact the RA position may have on your financial aid package.
The Residential Learning Community Program is comprised of eight distinct residential learning communities/themes, or RLCs. These RLCs have additional responsibilities, programming expectations, and administrative functions in addition to the expectations outlined in the Resident Assistant position description. RLCs are currently located in Hawk Hall.

**STAFFING:**
Each RLC Team is comprised of the RA, the Resident Director, and the RLC Associates. RLC Associates are engaged faculty and staff who coordinate the RLC program for each specific learning community/theme. The RLC Associates and Resident Director work closely with the RAs in providing relevant programming, outreach opportunities to the community, and by being a resource for the residents.

**PROGRAMMING AND COMMUNITY BUILDING:**
The majority of the RLC programming and community building is the responsibility of the RLC Associates and the RA. Each RLC sponsors a series of different programs and community builders each month and the RA is expected to assist with the development and implementation of these activities. RAs are also expected to develop one passive educational bulletin board a month for their respective RLC. In addition, the RA will also be expected to plan and implement individual and staff wide programs and community builders that adhere to the Resident Community Engagement Curriculum.

**RELATIONSHIP BUILDING:**
The primary focus for RAs in the RLC program is to develop strong relationships with their residents and to assist in the development of community within each RLC. The RLC RAs are expected to:
- Be visible and connect with their residents.
- Develop strong mentoring relationships with each of their residents.
- Discuss and address students’ concerns. Initiate dialogue about individual and group dynamics before issues become problematic. When appropriate, refer students to the support services on campus.
- Encourage student participation in university clubs and organizations, hall council, RHA, student government, intramurals, and other activities.
- Develop a strong relationship with their RLC Associates.
- Promote the ideals and be involved in the development of their assigned RLC.
- Participate and attend all RLC meetings, events, and programs.
- Be a positive and active community member!

**Important:**
- The above guidelines and expectations for RAs in the RLC Program are in addition to those outlined in the general RA position description and contract.
- All RA candidates must meet the same deadlines and participate in the same selection process.

*Students interested in being considered for an RLC RA position will participate in an interview during the RA Interview Carousel process with the Hawk Hall Resident Director. Applicants do not need to complete any other additional paperwork.*
This residence is organized around theme communities where students live among others who share their interests or who are taking course(s) together. Students who live together collaborate closely with fellow students, faculty and staff. They have a unique opportunity to become leaders through required participation in activities and projects of their Residential Learning Community (RLC). Described below are the eight theme-community options (these are subject to change):

**STEMC (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH COMMUNITY)**
STEM students at the University of Hartford know that their programs are demanding, but first-year students will find they have an advantage by living in the STEMC (Science, Technology, Engineering, and Math Community) where help is always right next door. STEMC promotes a team-building environment and encourages its members to work with others to accomplish goals. Visits with professionals from industry, study sessions, interaction with faculty and staff, and team building activities help these students achieve during their crucial first year.

**WELLNESS**
The residents of this community learn about healthy lifestyle options that can benefit *mind, body, and soul* such as meditation, exercise, and nutrition. Programs provide a fun way to experience with wellness concepts and ideas that may not be familiar to you. Students selecting to live on this floor commit to leading an alcohol, nicotine, and other substance-free lifestyle. Residents of this community will work together as a team to plan and present programs focused on the topic of wellness.

**EMERGING LEADERS**
This residential learning community is a great way to develop leadership skills and ultimately discover your own leadership style. Students will participate in the University's freshman leadership development program called *Emerging Leaders*, and with other members of your residential learning community will get involved in improving the University through projects developed and implemented by all of you. In addition, students are enrolled in three credit leadership course for the fall semester.

**COMMUNITY SERVICE**
If you are the type of student who wants to help make a difference in the lives of others, this is the RLC for you. Students will learn about the problems of homelessness, hunger, and other societal issues from faculty and special guests and will participate in community service projects both on and off campus. Such projects may include building with Habitat for Humanity, volunteering at a food shelter, visiting seniors in assisted living accommodations, and assisting with campus clean-up projects.

**GLOBAL ENGAGEMENT**
A residential learning community that focuses on cross-cultural understanding. You will have the opportunity to challenge your perspective and develop an appreciation for other cultures, ideas, and attitudes through discussions, movie nights, getting to know international students, cultural cuisine, dance, music, and guest speakers. This unique experience will allow you to explore your own culture and give you the insight to explore other cultures. Take this important step toward becoming a global citizen. You will share your cultural expertise and experiences with others through programming and community service. In addition, students are enrolled in three credit course for the fall semester.

**CREATIVE ARTS EXPRESSIONS**
The students in this residential learning community will share their personal visual and performing arts creative experiences and energies, while exploring those of the other residents. Mentored by faculty and staff from the campus arts community, students will attend and participate in the great variety of art exhibitions and performance experiences available on campus while also developing an understanding and appreciation for each other’s unique artistic perspectives.

**HONORS: THE PURSUIT OF EXCELLENCE**
How does thinking lead to action that makes life worthwhile? The Honors residential learning community tries to answer this question through a combination of critical reflection and action. In addition, students are enrolled in three credit honors course for the fall semester. You will join with other members of the residential learning community to develop and participate in University and community service activities. In order to live in the Honors RLC, students must receive a President’s, Regents, or National Honor Academic scholarship.

**HAWK SPIRIT**
Students in this residential learning community will promote Hawk Spirit by learning what it means to be a “Hawk” (to live the mission of the University of Hartford), and how to organize and motivate both themselves and other students in the residence hall and all over campus. Working as a team they will encourage the development of Hawk Spirit in the hall, on campus and in the local community as they actively develop and implement initiatives that support University, community, athletic, and cultural events.