RESIDENCE LIFE STAFF SELECTION FOR 2018-2019
Residence Life Mission Statement

Colorado School of Mines Department of Residence Life is dedicated to student success through a superior living and learning experience that recognizes the unique challenges and opportunities our students face in their Oredigger experience. Our staff is committed to providing intentional learning through student support, academically focused environment, quality services and facilities, as well as a safe, secure environment. We believe campus living, in collaboration with the Mines community, fosters personal growth and development, empowering students to become critical thinkers and civically engaged leaders in a diverse global community.
Purpose of Tonight

➢ Give a better understanding of the different positions in Residence Life

➢ Expectations of Department
  ➢ Requirements, Supervisors, Training...

➢ Answer any lingering questions
What makes up Res Life Student Staff?

- 8 Residence Halls:
  - Elm Hall, Weaver, Maple, Aspen, Traditional Halls (Randall, Thomas, Bradford, Morgan)

- The Apartments at Mines Park

- 8 Senior Staff
  - 7 Hall Directors
  - 1 Community Director

- 47 Student Staff
  - 38 Resident Assistants
  - 6 Community Assistants
What is this whole Student Staff “business”

➢ Foster Community!!!
➢ Be available to Residents
➢ Administrative responsibilities
➢ Be a ROLE MODEL ... On and Off Campus!
  ➢ In this position you can’t “clock out”
RA/CA Responsibilities: Community Development

➢ Know residents,
➢ Be available, engaged, and serve as a resource
➢ Event-planning
   ➢ Educational programs
   ➢ Community builders
➢ Bulletin Boards
   ➢ Change monthly
➢ Hall/Community Decorations
➢ Promote & Support Residence Hall Association
RA/CA Responsibilities:
On Call Rotation

- Weeknight: 5pm–8am
- Weekend days: 5pm Fridays through Monday 8am
- Duty – What is the purpose?
  - Interact with building residents!
  - Be available
  - Respond to student behavior
- Will include breaks and holidays (Fall Break, Thanksgiving Break, and Spring Break and E-Days)
- Also include required desk hours on the evenings you are on duty (6pm–8pm at residence hall desks; 6pm–7pm at Mines Park desk).
RA/CA Administrative Responsibilities:

➢ Health and safety inspections
➢ Attend Fall/Winter Trainings
➢ One on Ones with HD/CD and RLC
➢ Monday Lunch Lesson (Monday, 12–1pm)
➢ Manage programing paperwork and floor/community budget
Perks

➢ Involved in the Mines community
➢ Meet new people
  ➢ Fellow student staff, senior staff, residents, professional staff
➢ Learn how to use on campus resources
➢ Opportunity to attend conferences, professional development
➢ Looks great on a resume
➢ Stipend – $160 per month
➢ Meal Plan
➢ On-campus Housing
The Theme Learning Community Resident Assistant Position

● Variety of TLC’s on campus:
  ○ Honors Explore Floor
  ○ Oredigger Leadership
  ○ Visual and Performing Arts
  ○ Athleticism and Wellness
  ○ Adventure Leadership
  ○ Nucleus Scholars (first generation)
  ○ Engineering Grand Challenges

● Check out this link for more TLC info:
  http://residencelife.mines.edu/RSL-Theme-Housing
Community Assistant (CA) Position
The Function of a CA

➢ Provide leadership and carry out the Residence Life mission at the Mines Park Apartments (MP).

➢ Serve as the first point of contact to residents for after hour crisis and facilities response

➢ Facilitate check-ins (August & January) and check-outs (December & May)

➢ Host programs and community builders (as a team)

➢ Promote a safe, inclusive, and academically focused environment for the residents
Responsibilities Unique to the CA Position

➢ Plan programs and community builders specific to resident’s needs

➢ Works with RHA to better support Apartment Life and upper-class living within Residence Life

➢ CAs will serve as a resource to the following unique groups:
  ➢ International Students
  ➢ Graduate/Professional Students
  ➢ Family Housing
CA Duty Responsibilities

➢ Serve in an on call rotation in Mines Park

➢ Complete social and facilities rounds of the Mines Park Apartments

➢ Assist residents in adjusting to living on their own (more autonomous living style)

➢ Responding to student behavior and facilities emergencies

CA Employment

➢ Terms of Employment begin July 30, 2019 and ends on June 1, 2020, with the option for summer employment
Res Life Qualifications...

➢ 2 Semesters at Mines

➢ Good Academic Standing
  ➢ Cumulative 2.5
  ➢ Semester 2.0

➢ Registered as a full-time CSM student for the entire 2019-2020 year

➢ May hold another on-campus job (limited to 10 hours a week) - must be approved by the RLC first

➢ Not recommended to enroll in more than 18 credit hours

➢ Attend required Spring 2019 retreats, Fall Training in August 2019, and Winter Training in January 2020

➢ Able to commit to the job for the entire academic year

➢ Be motivated, passionate, and positive!
Interview Process

- Application opens online at [http://residencelife.mines.edu](http://residencelife.mines.edu) on **November 30th** and close on **January 14th at 11:59pm**.
  - If you live in the halls or Mines Park currently, this will also be emailed out to you by your RLC on Nov. 30th.
- Individual Interviews will be between January 23th–29th (pending application and grade checks)
  - Poll to send us your availability will be sent out January 17th and due January 20th at 11:59pm
  - In order to get an individual interview, you must:
    - Turn in a completed RA/CA application
    - Not have any active conduct cases
    - Be in academic good standing at Mines
    - Meet the GPA requirements
Interview Process Continued

- Group Process Interviews will be *invitation-only* after individual interviews
  - Will take place February 8th, 9th, and 10th
- Decision emails/letters will go out **February 22nd**
  - If you are offered a position, you have until **February 28th at 5pm** to deliver a hand-written acceptance or decline letter to the Campus Living Office
TRAINING!

- What is It ... ?
- Fall 2019 (August)/Spring 2020 (January)
  - Dates TBD
  - Busy Busy Busy!
- We will teach you everything you need to know for your position, so don’t worry!
- Mandatory
Things to Remember!!

- residencelife.mines.edu/RSL-employment

- Apps. Due January 14th at 11:59PM

- More information
  - Everything is online
    - The application will take a while to complete, so please do NOT do it on your phone or tablet
    - You can find a PDF copy of the questions online if you want to see them beforehand, but your application MUST be submitted online, not in paper-form.
  - You are in charge of making sure these get in.

- Questions: Email Paul Carey (gpcarey@mines.edu) or Jordan Burkhart (burkhart@mines.edu)
Questions?????