**APPLICATION PACKET CHECKLIST**

- Is your application complete?
- Are your 3 reference forms complete?
- Do you have a 2.50 cumulative GPA?
- Are you in good disciplinary standing?
- Will you have sophomore status in the Fall 2007 semester?
- Have you scheduled all the dates of the Selection events?
- Have you accounted for “Residential Life Time” Fridays from 3 PM–5 PM when registering for the Fall 2007 & Spring 2008 terms?
- Will you submit your application packet (application and references) by the deadline of December 20, 2006?

It is important that you submit all required material by the deadline date, as incomplete application packets will not be considered.

All inquiries about the RA Selection Process may be addressed to:

**Daniel Salvador, Staff Selection Committee**  
**Office of Housing & Residential Life**  
**Fulton Hall, 2nd Floor Suite**  
**106 Fulton Street**  
**New York, NY 10038**  
**212.346.1295/ fax: 212.346.1296**  
**HRL3@services.pace.edu**
Dare to Make a Difference!

**Resident Advisors**
The Resident Advisor (RA) is a leader, advisor, paragon, educator, and a mediator. An RA fosters community throughout the residence halls by providing educational and social opportunities. Additionally, an RA develops community through several mediums, including but not limited to; holding monthly floor meetings, spending significant time on the floor, playing an active role in leadership development, and building mentoring relationships with residents on a daily basis.

The RA designs and implements both educational, social and academic programs each semester based on an assessment of the community’s needs; performs on-call duty and provides duty coverage during break times (i.e., holidays, Winter Break and Spring Break); conducts policy education & enforcement; reports all incidents to supervisor and completes incident reports; manages check-ins & check-outs; provides conflict mediation for roommates, suitemates and floor-mates; attends weekly staff and supervisor meetings, and monthly In-Services; and completes several administrative tasks.

The RA is expected to participate in an interactive training prior to the start of each semester. Fall training typically begins the day after Summer 2 ceases.

Approximate Semester Compensation includes a 3 undergraduate credit tuition waiver ($1,668), and a Housing waiver ($4,670).

**Community Resident Advisors**
In addition to exemplary performance of the requirements of an RA, Community RAs assume a stronger leadership role within the staff and the hall community by performing essential assignments (determined upon placement), serving as a mentor to RAs, leading staff development opportunities, serving as a staff liaison, serving on OHRL committees, and performing at least 5 office hours per week.

Qualified candidates must have at least one semester of Pace University Resident Advisor experience and demonstrate high ability.

Approximate Semester Compensation includes a 6 undergraduate credit tuition waiver ($3,336), and a Housing waiver ($4,670).

**General Requirements**
- Staff must be full-time matriculated students at Pace University New York City campus.
- Applicants must have sophomore status during first semester as an RA and must maintain a minimum cumulative GPA of 2.50.
- Staff must be in good disciplinary standing with the University and with the Office of Housing & Residential Life.
- Staff members are expected to commit to the position for the full academic year.

**Staff Placement**
Staff placement is considered based upon the candidate’s qualifications, evaluations, and demonstrated ability. Placement may be assigned to Maria’s Tower First-Year Living Experience, Leased Properties Upper-class Community Living Experience, or Fulton Area Apartment-style Living Experience. Roommate preference is given to staff placed in Fulton Area and some leased properties. Staff who are placed in leased properties are required to work over the semester breaks. Staff who work in Pace-owned properties are not guaranteed housing during the semester break, as Pace-owned properties are closed. Summer staff selection will be determined in April 2007. Returning staff will be given priority consideration for summer assignments. Staff who are placed in Maria’s Tower are required to purchase a meal plan. Selected staff will review and sign a contract with the Office of Housing & Residential Life.

**General Requirements (continued)**
- Staff must arrive early before each semester and stay late at the conclusion of each semester.
- Employment outside of the Resident Advisor position is limited to 10 hours per week. All employment must be approved before a commitment to another position can be made.
- Staff members are expected to attend “Residential Life Time” every Friday between 3:00 pm–5:00 pm for staff meetings, In-Services, and trainings during the period of employment.
- The Resident Advisor position may affect a staff member’s financial aid package.
- Failure to maintain these responsibilities, or those listed in the position description may result in loss of the position.
- Any infraction of University and/or OHRL policies may result in both disciplinary action and termination.