

Bentley University Residential Center RA Selection 101



Academic Year 2022-2023

Table of Contents

Welcome	1
About the Position	2
The Residential Center	2
The RA Role.....	2
Defined Communities	4
Bentley Resources	5
Bentley Plus	6
Comments from Our team	6
About the Selection Process	7
Application Information	7
Timeline	7
Employment Information for International Students	7
Interview Advice	7

Bentley Core Values

Caring

We practice understanding, compassion and kindness. We recognize the whole person and their well-being, and we think beyond ourselves and our immediate goals to consider the impact our actions have on other people.

Collaboration

We welcome new perspectives as we work with others toward a common goal. We seek out opportunities for partnership and teamwork, readily sharing our knowledge and expertise others.

Diversity

We are all different and that makes our community stronger. We embrace and seek to understand those with different beliefs, backgrounds and life experiences. We celebrate those differences as opportunities to learn and grow. We protect and affirm the right of all people to be themselves.

Honesty

We act with honest and integrity in our academic, personal and professional affairs. We are dedicated to ethical and transparent behavior, and we hold ourselves accountable for our words and actions.

Impact

We recognize our potential to make a difference. We use the power of business and innovation to positively impact individuals, organizations and the communities we serve at home and abroad.

Learning

We are here to learn and develop. We are passionate about knowledge and want to continue to learn throughout our lives. We are eager and willing to try new experiences and ways of thinking. We appreciate that much of our leaning will occur by interacting with others, inside and outside of the classroom.

Respect

We treat others as they would like to be treated. We recognize the inherent dignity and worth of all members of our community and strive to better understand and appreciate everyone. We are committed to keeping our community free of vandalism, hate speech, violence and harassment.

Welcome!

Thank you for your interest in taking a part in the Residential Center's 2022-2023 Resident Assistant (RA) Selection Process.

Holding the RA position is a fantastic opportunity! This position will allow you to discover more about yourself and others, stand out as a campus leader, leave a positive mark on your future alma mater, and develop a skillset that will set you apart in the post-graduation job market.

Our hope is that this document will serve as a reference guide for you as you consider the RA role and if you would like to move forward with our process. Inside you will find an overview of the Residential Center, descriptions of the RA role and its responsibilities, compensation information, RA testimonials, campus resources, and deadlines to keep in mind.

If you have any questions, please reach out to the RA Selection Committee at RASelection@bentley.edu.

We wish you the best!

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An Overview of the Residential Center

Our Office: The Bentley Residential Center staff are energetic, dynamic, and engaging professionals who are student-centered and passionate about their work. As a member of our department, you would be working with a team comprised of 98 Resident Assistants, 7 Residence Directors, 4 Assistant Directors, one Associate Director, a Housing Operations Specialist, and the Associate Dean of Student Affairs. Together, this team, works to build a strong and vibrant campus community and culture.

Our Mission: The Residential Center is dedicated to creating a safe, civil, and inclusive residential community. Our staff strives to develop a comfortable living environment where the personal and intellectual growth of all residential students is fostered.

Our Educational Priority: Students at Bentley will become active organizational leaders engaged in their residential community.

About the RA Role

Overview of RA Duties

Resident Assistants (RAs) are student staff members living in the residence halls who facilitate opportunities that have a positive impact on students living in the halls. RAs build connections with and amongst individuals living in their communities, through one-on-one interactions and community programming and meetings. RAs foster inclusive communities and assist in maintaining a safe and positive environment for all students living within the residence halls. RAs are held to a high standard of accountability and personal conduct due to the unique role-modeling needed in this position. As such, RAs are an extension of the Residential Center and act as staff members in the office. RAs should conduct themselves in a manner that is consistent with the mission of the Residential Center and Bentley University.

Academic Year Time Commitment

The RA position is a full academic year (consecutive Fall and Spring semesters) commitment. The contract period includes all mandatory trainings prior to the start of each semester and closing responsibilities at the end of each semester (the day after closing). The contract period also requires RAs to fulfill duty responsibilities during scheduled breaks and holidays observed by the University; these breaks can include Fall Break, Thanksgiving Break, and Spring Break. When the University is closed (winter break/summer break), RAs are not required to stay on campus. RAs can have the option to remain on campus during Winter/Summer breaks, in the RA role, if the department considers necessary.

RA Position Compensation

Resident Assistants within the First Year and Suites Areas are compensated with their room and the value 12 meal plan (RAs can switch from the value 12 to the value 15 and pay the difference).

RAs assigned to the Apartments Area are compensated with their room. Apartments include full kitchens, but staff members can purchase a meal plan if they would like.

This compensation will be credited towards the staff member's Bentley account at the beginning of each semester. A candidate is responsible for determining the impact on their financial aid package, if any. The Residential Center covers the full cost of an RAs housing assignment on campus.

Take note: *If an RA is assigned to a traditional hall or suite, room and board is covered. RAs in the Apartments Area will only have their room covered. Some assignments may provide an RA with the opportunity to live with a roommate(s). In that circumstance, RAs will have the chance to select their roommates. If roommates are not selected, the Residential Center will place students in RA rooms through the housing selection process. If an RA is released from the RA position, or chooses to resign, the roommates that that RA chose will be asked to move out of that housing assignment.*

Position Requirements

- ✓ RAs must be undergraduate students enrolled in a degree granting program. Current RAs can petition to return to the position during their graduate year. More information can be obtained about this opportunity through their Residence Director.
- ✓ RAs must be a full-time student and eligible for housing by maintaining at least 12 credits (unless approved by the department) throughout their term of employment.
- ✓ A minimum cumulative GPA of 2.5 is required at time of hire and two weeks prior to the commencement of duties in August. RAs must maintain a minimum cumulative GPA of 2.5 throughout each semester to remain in the position. Each semester, the Residential Center will review all RA cumulative GPAs. If any RA's GPA does not meet these requirements, the RA no longer meets job requirements, and their contract will be reevaluated.
- ✓ RAs must be free of any Title IX allegations and have resolved any pending charges/investigations two weeks prior to the commencement of RA duties in August or one week prior to the commencement of duties when starting the position at any other time during the year. RAs must be in good conduct standing with the university. Each semester, the Residential Center will conduct a review of all RA conduct histories.
- ✓ If a staff member is found responsible for a violation of University Policy/Title IX after the time of hire, employment will be reevaluated with the result ranging from a verbal warning to termination.
- ✓ RAs must not owe any outstanding debt to the university.
- ✓ RAs extracurricular activities and other jobs are limited to 20 hours a week. Exceeding the 20 hour a week limit would require permission from your supervisor.
- ✓ RAs should not take courses or hold jobs that interfere with the requirements of this position.
- ✓ RAs must conduct themselves in a professional manner that meets the expectations outlined in the position description and manual.

Bentley's Defined Communities

As a Resident Assistant you will have the opportunity to serve within one of Bentley's Defined Communities. The Defined Communities at Bentley provide an enhanced environment of learning with the residence halls. Each community provides dedicated spaces for students with similar interests and passions to live and learn around a central theme or academic focus.

Arts Community
Brief Description: The Arts Community is for students who want to explore their creative side and connect likeminded people.
Location: Miller Hall
Blueprint Community
Brief Description: Blueprint challenges first-year students to develop into leaders on campus.
Location: Slade Hall
Brave: The Social Justice Community
Brief Description: Brave is for students who are interested in meaningful intentional and open discussions about identities and societal issues.
Location: Miller Hall
Herstory: Women Leaders of Today
Brief Description: Herstory provides a space for women who are passionate about gender issues.
Location: Miller Hall
Honors First-Year Experience
Brief Description: First-year Honors Program students can choose to live together to make strong friendships and lean on one another for academic support.
Location: Slade Hall
Thrive Community
Brief Description: The Thrive Community devoted to exploring five distinct areas of holistic wellness: Career, Social, Financial, Physical and Community. Residents will evaluate their well-being and take actions to become healthier individuals.
Location: Slade Hall
Emerging Leaders Community
Brief Description: This community is available to rising sophomores who want to become more effective and engaged student leaders. Following a leadership development plan, residents develop their leadership identity, learn essential leadership skills, network with campus leaders, and participate in programming opportunities.
Location: Fenway Suites
Honors Upper-Class Experience
Brief Description: This community is for upper-class residential honors students who want to maintain a close relationship with the Honors Program.
Location: Falcone North

-- For more information related to our Defined Communities please review the following link (<https://www.bentley.edu/university-life/housing-dining/community>), or contact Assistant Director, Sabrina Cruz at scruz@bentley.edu.

Bentley University Campus Resources

As a Resident Assistant you may be asked to provide resources to the residents under your care. Below is a brief list of campus resources (not complete) that may be helpful to know:

Global Business Experiences

The Athletics Center

Academic Services

The Bentley IT Help Desk

The Housing Portal

Pulsifer Career Development Center

Student Programs & Engagement

University Police

Spiritual Life

The Office of Financial Assistance

The Center for Languages and International Collaboration LAB

The Wellness Center

Fraternity & Sorority Life

The Student Center

Study Abroad

Service Learning and Civic Engagement Center

MOSAIC Experience

The Writing Center

The Mathematics Learning Center

The Bentley Library

The B-Line Shuttle

The Harvard Shuttle

The Center for International Students and Scholars

The Multicultural Center

The Bentley University Spirit Shop

The Bentley CARE Team

Blackboard

The Bentley Hardship Fund

The Card Office

“The reason why I applied to be an RA was to become more involved on campus and get to know more people and be a resource for them.”

--**Domenique Perez**, Resident Assistant for the Lower Campus

BentleyPlus

BentleyPlus is a program that equips students with the tools and resources to intentionally pursue cocurricular experiences that maximize learning and growth through competency development while at Bentley. Within Bentley Plus there are 11 Competencies within three Domains.

Domains

Think (Cognitive)	<i>How an individual views the nature of knowledge.</i>
Develop (Intrapersonal)	<i>A person's individual belief system and identity.</i>
Act (Interpersonal)	<i>The manner in which an individual values and engages with others.</i>

Competencies

Critical Thinking	Ethical Reasoning	Problem Solving	Identity Awareness
Resilience	Well-being	Work Ethic	Community Engagement
Dialogue	Leadership	Teamwork	

How the RA Position connects to BentleyPlus

The RA position responsibilities intentionally provides RAs with experiences that fall within the 11 Competencies. Each of the four areas of the RA position responsibilities have the Competencies related to the respective area listed in italics.

Site for more information: <https://www.bentley.edu/university-life/bentleyplus>

Comments on the Experience

"I have learned about leading and managing others which is applicable to any future career path. Employers always ask about the RA role during interviews."

--**Jordyn Needle**, Resident Assistant for the Trees Complex

"I wanted to ensure students, particularly students of color, had a much better freshmen experience than I did. I wanted to create a welcoming environment for minority group students to be able to come home to each day."

--**Nichole Kaba**, Resident Assistant for the Lower Campus

"I applied to be an RA because I wanted to be in a leadership role on campus. Since I was a freshman during COVID there weren't too many opportunities to be in a club or sorority in person. I felt that applying for this position could fill that desire. I love being a leader and really enjoy being there for people as a resource and a shoulder to lean on."

--**Athena Gibelli**, Resident Assistant for the Trees Complex

"I was so touched and inspired by my RA freshmen year..., he made my first year feel like a home."

--**Daniel Kotey**, Resident Assistant for Miller Hall

An Overview of the Selection Process

The Residential Center's RA Recruitment & Selection process is meant to identify, recruit, and select the best RA candidates to serve the students at Bentley University. Ideally, this process will help candidates learn more about who they are as individuals, regardless of whether they are selected as an RA or not. This document serves as a resource for students interested in becoming an RA.

Dates to Remember

Application Opens	<ul style="list-style-type: none">• November 15
Info Session Dates	<ul style="list-style-type: none">• November 16• November 18• November 23• November 30
Application Closes (Students Studying Abroad)	<ul style="list-style-type: none">• November 29
Application Closes	<ul style="list-style-type: none">• January 19
Interview Dates (Those Studying Abroad)	<ul style="list-style-type: none">• December 1 – December 10
Committee Reviews Applications	<ul style="list-style-type: none">• Winter Break
Interview Dates	<ul style="list-style-type: none">• February 1 to February 11 — Individual Interviews• February 12—Group Interview Day
Offers	<ul style="list-style-type: none">• By March 4

Employment Information for International Students

Please reference and review the following website

(<https://www.bentley.edu/offices/center-international-student-scholars/employment-resources>) or contact Bentley University's Center for International Students and Scholars (CISS).

Interviewing Tips

- Consider using career development resources from <https://www.bentley.edu/university-life/pulsifer-career-development>
- Show up on time for all scheduled interviews or follow-up requests.
- Prepare for your interview. Be familiar with the role and its time requirements.
- Plan to provide detailed, but concise with interview questions. Interviews have a set time limit, and you want to be sure that the interviewer can effectively review your full and intended answer by the end of it.