

RA/CA SELECTION PROCESS: FAQ

How much time will I spend a week as an RACA?

On a philosophical level, you will be an RACA 24 hours a day, 7 days a week. Being a RACA means being a role model. It is important that you think about your behavior and understand what you do and why.

On a more concrete level, RACAs spend an average of one hour per week in a staff meeting, can be on duty as often as one night per week and two weekends per month, and spend six hours per semester together with Hall Directors in individual meetings. The other time you spend on RACA tasks such as programming, bulletin boards, door tags, counseling and availability depends both on the needs of your residents and your own schedule. Plan around 20 hours per week as an RA and 10 as a CA.

What does it mean to be on duty?

“Being on duty” means that you are available to respond to issues in your specific building or area. The exact time of on duty is generally 7:00pm to 1:00am for an RA and 5:00pm to 12:00am for a CA. During your on duty shift, you are expected to remain in the building at all times. The number of on duty shifts per semester varies according to the size of your building staff.

When are staff meetings and why are they important?

Staff meetings offer you the opportunity to stay informed about your hall and to interact with your fellow RACAs and Hall Director. The interaction is an essential part of strong teamwork in each building or area. Staff meeting time may be Monday nights from 10:00pm to 11:00pm; however that is subject to change. RACAs are expected to keep this time free of academic and other co-curricular activities.

Am I allowed to leave campus at night or on weekends when I am not on duty?

We want RACAs to develop friendships and interests outside the RACA position. Learning to balance availability to residents and personal interests is one of the challenges of this position. RACAs are expected to live on campus, which means that you must be a visible presence in the community. Absences must be communicated to and approved by your supervisor in advance.

What University policies do I have to follow?

As a Drury University student, you are subject to all university and residence policies. And, as a role model, remember that it is difficult to be a credible leader if you do not practice what you ask other people to practice. If you are in violation of Drury University or residence policies, you will be treated as any other student in that situation. In addition, your continued employment as an RACA could be in serious question. Consequences for violating any of these expectations may include disciplinary sanctions, up to termination of position.

What is the student staff alcohol policy?

Student staff should not consume or possess alcohol that in any way violates University or Residential Life policy. Student staff are expected to abide by local, state and federal law, and are never to be in residential campus housing in an impaired condition. An impaired condition is typically considered to be that which interferes with a staff member's ability to perform their job or serve as a role model.

Student staff that are underage are not to consume or possess alcohol. Student staff that are of legal drinking age may consume or possess alcohol in accordance with Drury University policy. Involvement in inappropriate behaviors (violence, DUI, etc.) will be addressed based on impact on ability to perform job or serve as a role model.

Student staff members should not actively interact or be in the company of those who they know to be underage that are consuming or possessing alcohol. Circumstances taken into consideration will include age and /or residential status of those the staff member was with.

Consequences for violating any of these expectations may include disciplinary sanctions up to termination of position. Student staff supervisors will assist student staff in understanding the implications of these expectations. Supervisors may delineate more specific procedures to implement these expectations.

What are some reasons I may be released from my work contract?

RACAs are expected to work for the entire academic year for which they are hired. You may be dismissed from employment if you violate University policy or law, are insubordinate, fail to fulfill the requirements of your position, transfer to another institution, drop below minimum hours, fail to meet GPA requirements, or withdraw from the University.

Can I be an officer in a campus organization, fraternity, or sorority and be an RACA?

Yes. You can be active in other campus organizations and still be an RACA. Being an RACA requires you to be available on campus and to your residents whenever possible, so you will need to manage your time carefully. Your RACA position must be your primary out-of-class commitment. Please discuss other co-curricular activities with your supervisor.

Can I hold another job in addition to being an RACA?

Yes. Generally speaking, you may hold another job and work up to 10 hours per week. (Anything more must be approved by your supervisor). The RACA position is a very demanding job. We are concerned about your academic success as well as your success as a RACA and a well-rounded student. Please consult with your supervisor regarding hour and day requirements for outside employment.

What types of issues will I encounter as an RACA?

There is not one exhaustive list of issues that you will encounter. The specific issues depend on your community of residents. You may have a group of students who are particularly homesick or you may find that your residents are excited about being at Drury. You might encounter roommate conflicts, maintenance concerns, noise problems or even more serious issues such as suicide, eating disorders, drug abuse, and alcoholism. It is important to remember that you have a variety of support systems to address these issues available to you.

How much paperwork will I have to do?

At the beginning of your RACA position, it may seem that there is an incredible amount of paperwork to do. There are forms regarding building check-in and check-out. Monthly programming requires paperwork, and other reports may be required on a regular basis. Your supervisor will set these expectations. Good record-keeping and clear communication is an important part of the RACA position.

Will I have a roommate?

It is the preference of the Director of Residence Life that you do not have a roommate, due to the nature of confidentiality associated with the position. You utilize your room for meetings with residents and to complete paperwork, such as narratives of incidents occurring within the residences. There are certain times, however, that dictate the need for RACAs to have roommates at the discretion of the Director of Residence Life.

Am I required to keep a certain GPA to be a RACA?

RACAs must have a 3.00 GPA to apply for, and keep, the position. In the event that you are hired and fall below these requirements during the semester, you and your supervisor will discuss probation or possible termination.

How and when do I get paid for being an RACA?

For RAs & CAs, room and board will be provided. RAs receive a 120 block meal plan and CAs receive a 45 block meal plan. All stipends will be applied to your account at the beginning of each semester.

Who are the people I will be working with?

Fellow RACAs are your primary support system. You will have anywhere from four to eight RACAs on your staff. Your direct supervisor will be the Hall Directors. HDs are full-time staff members dedicated to running the Residence Halls and working with student organizations. Some have been RACAs before or have experience working with student groups. They report to the Director of Residence Life and then to the VP of Student Affairs/Dean of Students. Campus and Community Resources are also an important help to the RACA. You will get to know the resources on campus and in the community that will assist the residents on your floor and assist you in your job.