

## **PROCEDURES FOR HIRING RESIDENT ASSISTANTS**

### **I. INTRODUCTION**

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified applicants for Southeastern Louisiana University. Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible, as long as their recruitment is consistent with generally accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed in the hiring process will make the process easier and more clearly defined.

#### **A. EQUAL OPPORTUNITY**

##### **1. General Statement**

It is Southeastern's policy not to discriminate on the basis of race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship students, faculty, and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community.

This policy reflects the requirements of Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Title IX of the Educational Amendments of 1972; Section 503/504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans Readjustment Assistance Act of 1974; Louisiana Executive Order 13; the Americans With Disabilities Act of 1990; and the Civil Rights Act of 1991.

##### **2. Equal Opportunity in Employment**

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruit, hire, place, train, and promote all job classifications with regard to non-merit factors except where sex is a bona fide occupational qualification; identify and use existing talent and potential through upgrading and promoting present employees (all promotions are based only on valid equal employment opportunity); and ensure that all personnel actions are administered without regard to race, color, religion, sex, age, national origin, veteran status, disability, or any other non-merit factor.

### 3. Equal Opportunity in Education

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students are administered in a non-discriminatory manner with regard to the following: admission, recruitment, housing, and other facilities, access to course offering, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.

## II. THE HIRING PROCESS

### A. THE APPLICANT POOL

For an applicant to be considered a qualified applicant, he/she must meet all minimum qualification requirements as listed:

**Types: Apartment Manager, Resident Hall Director, Resident Manager 2, Resident Manager 1, Resident Assistant 5, Resident Assistant 4, Resident Assistant 3, Resident Assistant 2, Resident Assistant 1, Resident Assistant**

*Apartment/Resident Manager 1 and 2:* Preferred apartment/resident managers must have a minimum cumulative 2.5 GPA and 60 credit hours. Preferred RAs will have completed the Education 204 class with a “B” or better and received a favorable evaluation. Apartment managers must maintain full-time status. A student on residence hall or disciplinary probation is not eligible for employment.

*Residence Hall Director:* RHDs must have a minimum cumulative 2.5 GPA and have a minimum of two semesters as a resident assistant. RHDs must maintain full-time student status. Preferred RAs will have completed the Education 204 class with a “B” or better and received a favorable evaluation. A student on residence hall or disciplinary probation is not eligible for employment.

*Resident Assistant, Resident Assistant 1- 5:* Preferred RAs must have a minimum 2.5 GPA and 30 credit hours. RAs must maintain a 2.2 or higher GPA and full-time status. Preferred RAs will have completed the Education 204 class with a “B” or better and received a favorable evaluation. A student on residence hall or disciplinary probation is not eligible for employment.

### B. SCREENING APPLICANTS

The director will determine that applicants are eligible for resident assistant positions.

The director will check personal references.

### **III. RECOMMENDATIONS FOR EMPLOYMENT**

The director will submit a recommendation of employment, application, background check authorization, and personal reference verification to Human Resources.

### **IV. RESIDENT ASSISTANT ORIENTATION**

A mandatory new-hire orientation for new RAs will be present by the Human Resources staff the first work week of each semester. The RAs will complete all required paperwork at this orientation. RAs must bring the original and a copy of their social security card and driver's license. International RAs must also bring the original and a copy of their passport, visa, I-94, I-20, and a work permit.

All new employees are required to utilize direct deposit for their payroll checks. They should bring a voided check or a savings deposit slip and bank routing numbers for direct deposit.