Office of Residence Life and Housing
Resident Assistant Application 2014-2015

BIOGRAPHICAL DATA (Please print legibly or type!)

Name ~ _____

Current Local Address ~ (R-MC Campus Box #, Residence Hall, Room Number)
_____

Phone Number ~ _____ Email ~ _____
Cell Phone Number ~_____

Cumulative GPA (Minimum 2.5 after J-Term 2014) ~ _____

Academic Major(s)/Minor(s) ~ _____

Current Class Standing ~ Freshman ___ Sophomore ___ Junior ___ Senior ___

T-shirt Size _____ Polo Size _____

CAMPUS RESIDENCE HISTORY

During your college career at R-MC, where have you resided and who was your RA?

- ❑ First year/Resident Assistant ~ _____
- ❑ Second year/Resident Assistant ~ _____

EMPLOYMENT DATA

Please list part-time and full-time positions you have held on and off campus:

1. Employer/Dates of employment ~ _____

   Duties and position or title ~ _____
   _____

2. Employer/Dates of employment ~ _____

   Duties and position or title ~ _____
   _____

Anticipated employment beyond the Resident Assistant Job (if selected) in the next semester:
_____

Anticipated amount of hours per week: (no more than 10 hours/week allowed for an off-campus job and no more than 15 hours/week for an on-campus job):
_____

What extracurricular activities will you participate in during the next semester?
_____
_____

List leadership positions you will hold within these activities:
_____
_____

REFERENCES

Please list the two persons who will submit a recommendation form for you in support of your candidacy as a Resident Assistant. One recommendation must be from a current Resident Assistant. The other recommendation may be filled out by a faculty/staff member or employer (please use on-campus references whenever possible!).

1. Resident Assistant Reference ~ _____

   Residence Hall ~ _____

2. Reference Name ~ _____

   Title/Position ~ _____

PERSONAL STATEMENT

INSTRUCTIONS ~ On additional paper, please type your responses (along with the original questions) to the following questions regarding your qualifications for the RA position. Please use specific examples (employment history, leadership involvement, special skills and abilities) in order to give the Resident Assistant Selection Committee an accurate depiction of your candidacy for the Resident Assistant position!

1) Please describe any personal characteristics which you possess that make you qualified to be a Resident Assistant. What skills do you possess and what experiences have you had that might enhance your candidacy for the Resident Assistant position?
2) Do you think it is important for a Resident Assistant to be aware of multicultural issues? If so, how can you be open to working with people of diverse backgrounds and beliefs?
3) How do you feel being a Resident Assistant would contribute to your own growth and development?
4) After reading the Resident Assistant job description, which responsibilities appeal to you most? Which are you most apprehensive about?
5) If College policy stated a course of action with which you disagreed, what would you do? Also, how would you balance the roles of providing support to residents in your community while still enforcing College and Housing policies?
6) Please feel free to provide the Selection Committee with any further information regarding your candidacy for the Resident Assistant position that you feel would be critical to our decision making process.

Applicant's Signature ~ _____ Date ~ _____

By signing this completed application for employment as a Resident Assistant for the upcoming academic year, I hereby certify that all the above given information is true to my knowledge. In addition, you must turn in the Academic and Judicial Concerns Form, references and a current resume to have your application complete.

Return the following to the Office of Residence Life and Housing by 4pm on Wednesday, February 26, 2014 for your application to be complete:

- ☐ **RA Application with personal statements typed**
- ☐ **Academic Affairs and Judicial Affairs Concerns Release Form – just fill out the top portion and return it, we will take care of getting signatures.**
- ☐ **2 Completed Reference Forms**
- ☐ **A copy of your current resume**

Randolph-Macon College - RA

Academic Affairs and Judicial Affairs Concern(s) Release Form

Student: _____

(please print) last first middle suffix (Jr., III, etc.)

Committee/Position/Organization for which I am under consideration: _____

.....

I hereby authorize the release of information from my student conduct record, as well as to the release of general information about academic concerns that the Division of Academic Affairs may have, (which may include but is not limited to, information about academic standing, probationary status, academic integrity violations and so on)to the Department or Office responsible for the Committee/Position/Organization for which I am under consideration. This release authorizes Judicial Affairs and the Associate Dean of the College to inform the Office or Department of past conduct and significant academic issues, as well as any issues occurring between the date of appointment and the student's graduation.

_____ _____

Signature Date

.....

Judicial Affairs: Judicial Affairs is to certify as to whether or not there are conduct issues with the student named above.

_____ I know of no conduct issues that might affect the decision to permit the student, named above, to participate.

_____ I know of the following conduct issue(s):

_____

Judicial Affairs Officer

_____

Date

.....

Associate Dean of the College: The Associate Dean is to certify as to whether or not there are significant academic issues with the student named above.

_____ I know of no significant academic issues that might affect the decision to permit the student, named above, to participate.

_____ I know of the following significant academic issue(s):

_____

Associate Dean of the College

_____

Date

Office of Residence Life and Housing
Resident Assistant Reference Form

INSTRUCTIONS TO APPLICANT
Please fill in the top section before submitting this form to the respondent.

Applicant's Name:_____

Respondent's Name:_____

Title:_____

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, P.L. 93-380 (as amended), with specific reference to Section 438 (a)(1)(B) and Subtitle A, sections 99.7, 99.11, and 99.12.

_____ I do waive my right of access to and review of this letter of reference I am requesting.

_____ I do not waive my right of access to and review of this letter of reference I am requesting.

INSTRUCTIONS TO RESPONDENT
The Resident Assistant must have lived on the R-MC campus for one semester and be ready to be a paraprofessional student staff member. He/She is responsible for approximately twenty-five residents. He/She will be expected to:

a. promote a positive group living environment in the residence halls;
b. assist residents who have academic, social, or personal concerns;
c. be a leader on campus and be a positive member of the RA staff;
d. consult with the Assistant Director of Residence Life on staff/campus issues;
e. interpret, enforce and support College policies; and
f. serve in the general management of a residence hall.

As a result of your relationship with the applicant you may be able to supply important information that we might not be able to obtain from the application materials. Using the information from above please take a few minutes to give us your thoughts and experiences regarding the applicant and how you may or may not see him/her performing as a Resident Assistant. Please use the back or attach additional pages as necessary. Thank you for your time.

Please return to Christina Brown Cozart in the Office of Residence Life & Housing no later than February 26, 2014.

Office of Residence Life and Housing
Resident Assistant Reference Form

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