

**Office of Residence Life and Housing
Resident Assistant Application 2008-2009**

• **BIOGRAPHICAL DATA** (Please print legibly or type!)

Name ~ _____

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

Phone Number ~ _____ Email ~ _____

Alternate Number ~ _____

Cumulative GPA (Minimum 2.5 after J-Term 2008) ~ _____

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

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

• **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 three persons who will submit a recommendation form for you in support of your candidacy as a Resident Assistant. One recommendation must be from your current Resident Assistant. The other recommendations 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 ~ _____
3. Reference Name ~ _____
Title/Position ~ _____

• **PERSONAL CHARACTERISTICS AND PERSPECTIVE**

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 2008-2009 academic year, I hereby certify that all the above given information is true to my knowledge. Further I allow pertinent College officials to view my judicial record when making decisions about my candidacy.

Return this application (with personal statements typed and enclosed within this application folder) to the Office of Residence Life and Housing by no later than February 28th.

**Office of Residence Life and Housing
Resident Assistant Reference Form
2008-2009**

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 in the Office of Residence Life & Housing no later than February 28th.