

**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.