



tRAnsfomers
Be the Change
 Resident Assistant Recruitment 2010-2011

Department of Residential Living RA Recruitment 2010-2011

Please submit a current resume along with your completed cover pages, answers to the questions on the following page, and your three reference forms in sealed envelopes. **Incomplete applications will not be considered.**

Name: _____ WCU ID Number: _____
First Middle Last

Date of Birth: ____/____/____ Sex: _____ E-mail Address: _____

Campus Mailing Address:

Street / Mailbox Suite City State Zip Code Phone: (____) _____ - _____

Current Campus Address:

Building and Room Number (____) _____ - _____
 Cell Phone Number

Permanent Address:

Street / Mailbox/Suite City State Zip Code Phone: (____) _____ - _____

Class: _____ Major & Minor: _____

How many credit hours will you have completed by the end of this current semester? _____

Do you currently have a cumulative GPA of 2.75 or greater and a semester GPA of 2.5 or greater? _____

PLEASE NOTE THAT IF YOU DO NOT HAVE A 2.5 SEMESTER GPA OR A 2.75 CUMULATIVE GPA, YOU ARE NOT ELIGIBLE TO BE A RA. If you have a 2.65 cumulative GPA, you may apply but can only be considered for our alternate pool.

When is your projected graduated date? Month _____ Year _____

Are you anticipating an internship, student teaching, clinicals, or studying abroad; if so what semester and year? _____

Including this semester, list the residence halls that you have lived in at WCU, and which semesters.

Residence Hall	Semester(s)
_____	_____
_____	_____
_____	_____

Have you ever been a Resident Assistant here or at another institution? _____

If yes, when, where, and who was your supervisor? _____

Have you ever been found responsible for a breach of University Student Code of Conduct? _____

If yes, please list the violation, date, and when your probation ended (if relevant).

Have you ever been convicted of a felony? _____ If yes, please explain the circumstances.

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Department of Residential Living RA Recruitment 2010-2011

Resident Assistants are a vital part of the Western Carolina University community, and consequently, are held to very high standards and guidelines. While not inclusive of all requirements, the following statements cover some of the primary expectations and duties of these positions. **Please read and initial each statement indicating your understanding of the following expectations.**

- ___ Resident Assistant employment begins with official department-wide training activities.
- ___ All Resident Assistant candidates will be required to participate in an individual interview on Saturday, March 13th. You may sign-up for an interview time that fits your schedule at the Department of Residential Living main office once you submit your application.
- ___ All Resident Assistant candidates will be required to participate in our group process/interview scheduled to take place Friday, March 12th.
- ___ Resident Assistants are expected to be the last to leave and the first to return for ALL major recess periods during the academic year.
- ___ First-semester Resident Assistants are required to enroll in LEAD 141, "Resident Advisor Leadership." This one-credit course is designed especially for Resident Assistants to enhance their personal growth and development within the position. All Resident Assistants are required to achieve a grade of "C" or better.
- ___ First-semester Resident Assistants are not permitted to participate in activities such as Catamount Rangers, Cat Camp Counselor and EMS. They are also not allowed to work over 7.5 hours in outside employment or participate in any pledge process (including IFC, CPC, NPHC, and other Greek-related organizations).
- ___ All Resident Assistants are required to return to campus for fall training scheduled for Wednesday, August 11, 2010.
- ___ All Resident Assistants are required to attend all staff meetings and required in-services as outlined by their supervisor.
- ___ Resident Assistants are expected to enroll in 12-16 credit hours, unless otherwise approved by their Resident Director, and must maintain a minimum cumulative G.P.A. of 2.75. Resident Assistants are also expected to maintain a minimum semester G.P.A. of 2.5. If at any time a Resident Assistants semester G.P.A drops below a 1.5 their employment will be immediately terminated.
- ___ Resident Assistants are not permitted to pursue additional employment without prior approval of their Resident Director.

Please sign below indicating that you understand and agree to the guidelines listed above as well as the responsibilities outlined in the Resident Assistant Job Description. By submitting your application, you are verifying that all information listed in your application is true to the best of your knowledge. By signing this application, you are also authorizing the Department of Residential Living to review your GPA, class standing, and any conduct files you may have with the Department of Student Community Ethics. You further authorize the Department of Residential Living to solicit any further information from your listed references. We respect your privacy and will not divulge any information in this application to other parties. We appreciate your time and interest in the Resident Assistant/House Manger position.

Applicant Signature _____ **Date** _____ / _____ / _____

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Department of Residential Living RA Recruitment 2010-2011 Preference Form

Name: _____

Which population would you be interested in working with most?

First year Students Upper-Class Students

Living Community Preference

Would you be interested in being a RA on a specialty interest floor?

Yes No

If so please check the type of floors/programs that you may be interested in:

24-hour quiet	<input type="checkbox"/>	Leadership Institute	<input type="checkbox"/>	Western Peaks	<input type="checkbox"/>
Spanish House	<input type="checkbox"/>	Same Gender	<input type="checkbox"/>	Co-ed	<input type="checkbox"/>
Honors College	<input type="checkbox"/>	Civic Place	<input type="checkbox"/>	Judiculla House	<input type="checkbox"/>
Band of Brothers	<input type="checkbox"/>				

Are you currently a member of any of the following programs/organizations?

Leadership Institute	<input type="checkbox"/>	Judiculla House	<input type="checkbox"/>	Spanish House	<input type="checkbox"/>
Honors College	<input type="checkbox"/>	Civic Place	<input type="checkbox"/>	Greek Organization	<input type="checkbox"/>

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Programming

On a separate sheet of paper, design an original program/event you would present to residents if hired as a Resident Assistant. Program topics can be on anything of your choosing for i.e. Cultural Appreciation, Global/Social Issues, Academic Support, Community Connections, Civic Engagement, Career Development, etc. 1) Explain why you chose this program and how it would benefit your residents. 2) Create an advertisement for your program. 3) Create an outline of how you are going to execute the event. Please use no more than one side of paper for each. Attach your completed design to this application.

Résumé and Cover Letter

Please submit a current professional resume that includes work, volunteer, and leadership experiences.

With your resume, please submit a cover letter addressing all of the following questions:

- What do you hope to gain from being a Resident Assistant?
- What do you see as the needs of residents and what would you do as a RA to meet those needs?
- Briefly explain how you think your past experiences and skills will help you as a Resident Assistant?

If you need assistance creating a resume or cover letter, please visit our Career Service Office located on 2nd floor of Killian Annex Building.

References

Please submit three references in sealed and signed envelopes when you return your completed application. Although you can choose anyone to be your reference, some ideas to create a good balance would include: your current RA (or someone who is employed by the department of residential living), a faculty member or advisor, and someone who can comment on your leadership abilities (i.e. organization president, previous employer, etc). **References from peers will not be accepted (i.e. friend, associate, floor or hall mate, roommate, RA who only knows you as a friend).**

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Application Checklist

- ___ I have completed and submitted the RA application and all checklists.
- ___ I have completed and submitted answers for all essay questions.
- ___ I have completed and submitted my programming assignment.
- ___ I have submitted an updated copy of my resume.
- ___ I have submitted three references from people who are aware of my abilities that are **not peers**. The references are in sealed envelopes. I am aware that any reference received after 5pm on Friday, February 19th will not be accepted and my application will not complete.
- ___ I am aware that I must attend the Group Process interviews on Friday, March 12th.
- ___ I am aware that I must attend an Individual Interview on Saturday, March 13th.
- ___ I am aware that completing an application and the interview process does not qualify me for the Resident Assistant position. I am aware that Residential Living will check grades and judicial records. Once that information is retrieved, it plus my performance in group and individual interviews will determine my eligibility for the Resident Assistant position.

Applicant Signature _____ Date ____ / ____ / ____

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Department of Residential Living RA Recruitment 2010-2011

Because staff members are required to live where we place you, we understand that there may be some financial issues that may arise. In order to be sensitive to any considerations, we provide the following section so that you can indicate your preference for placement based on these financial realities. Please indicate your preferences below:

I am open to any placement regardless of the costs associated with said placement.

I **do not** wish to be considered for the following buildings (*check any / all that apply*):

- | | |
|---|----------------------|
| <input type="checkbox"/> Standard Halls (WA, SC, AB, HA, BU) | \$1,623 per semester |
| <input type="checkbox"/> Reynolds Hall | \$1,820 per semester |
| <input type="checkbox"/> Other Halls (CD, NR, VI, RO, MA, BA, BR) | \$1,914 per semester |

These rates are set as of November 20, 2009 and are subject to change.

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Department of Residential Living

RA Reference Form

I _____ **waive / do not waive** (Circle One) my right to examine this reference. If selected for a Resident Assistant or an alternate position. I understand this reference will be added to my official employment file. If not selected, I understand this reference will be shredded along with my other application materials.

_____ (Applicant) has applied for a Resident Assistant position with the Department of Residential Living at Western Carolina University. This role entails peer mentoring approximately thirty to fifty college students, coordinating social and educational programming, completing hall administration functions, and creating a cohesive, healthy residential community. Your appraisal of this individual's potential, communication, organizational and leadership skills would be greatly appreciated in the evaluation of this individual for this important paraprofessional position.

Your Name _____ Title _____

Department _____ Phone _____

How long have you known the applicant? _____

- 1) What is your relationship to the applicant? Supervisor Advisor Teacher RA/RD
 2) Please rate the applicant in the following areas:

1- Poor 2- Below Average 3- Average 4- Above Average 5- Excellent N/A- Not Applicable

Time Management	1	2	3	4	5	N/A
Team/Group Work	1	2	3	4	5	N/A
Communication Skills	1	2	3	4	5	N/A
Confrontation Skills	1	2	3	4	5	N/A
Positive Outlook/Attitude	1	2	3	4	5	N/A
Critical Thinking	1	2	3	4	5	N/A
Diligence	1	2	3	4	5	N/A
Dependability	1	2	3	4	5	N/A
Self Awareness/Confidence	1	2	3	4	5	N/A

- 3) Please circle your overall recommendation of this candidate for the Resident Assistant position:

Recommend Recommend with Reservations Do Not Recommend

- 4) On a separate sheet, please comment on why you think the applicant would make an effective Resident Assistant. We value your candid appraisal of the applicant's character, commitment, accountability, and readiness for the responsibility of the Resident Assistant position. Any knowledge of their abilities in conflict management, teamwork, or going beyond expectations would be helpful in our assessment.

Once complete, please place this reference form in a sealed envelope with your signature across the seal. The candidate will be responsible for submitting this reference, along with all of their other application materials, by 5PM on Friday, February 19, 2010.

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