



Department of Residential Living RA Recruitment Spring 2010

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: _____

Current 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? _____

When is your projected graduated date? Month _____ Year _____

Including this semester, how many semesters have you lived in a Western Carolina University residence hall? _____

Which residence halls have you lived in at Western Carolina University? _____

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 Code of Conduct? _____

If yes, please explain the circumstances? _____

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

Completed applications are to be turned in to Residential Living on or before Friday, October 23, 2009.



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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. 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.
- ___ 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 Human Resources 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 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 spring training scheduled for **Tuesday, January 5, 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 Spring 2010 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"/>
The Hill	<input type="checkbox"/>				

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

Leadership Institute	<input type="checkbox"/>	Western Peaks	<input type="checkbox"/>	Spanish House	<input type="checkbox"/>
Honors College	<input type="checkbox"/>	Civic Place	<input type="checkbox"/>		

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Short Essay Section

Please include answer to the following question with your completed application. Your answer should be typed, double-spaced, in twelve point font, and your answers for all questions should not exceed one page.

- What can you tell us about yourself?

Include information such as:

- Why would you like to be a RA?
- How would you be an asset to your staff and residents?
- What are your current extra-curricular activities? What changes, if any, would you make to your schedule to accommodate the Resident Assistant position?

Résumé

Please submit a current resume including related work, volunteer, or leadership experiences

If you need assistance creating a resume, 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). You **cannot** submit a reference from a peer (i.e. friend, associate, floor or hall mate, or roommate).

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Application Checklist

- ___ I have completed and submitted the RA application and acknowledgement checklist.
- ___ I have completed and submitted answers for all three essay questions.
- ___ 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 5:00 p.m. on Friday, October 23, 2009 will not be accepted and my application will not complete.
- ___ I am aware that I must attend an Individual Interview between November 11th and 13th.
- ___ I am aware that completing an application and the interview process does not qualify me for the Resident Assistant. 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 Spring 2010

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*):

For Resident Assistants:

<input type="checkbox"/> Standard Double (WA, SC, AB, HA, BU)	\$1,531 per semester
<input type="checkbox"/> Reynolds Double	\$1,677 per semester
<input type="checkbox"/> Central Drive Double (NR, RB, MA, VI, or the New Hall)	\$1,914 per semester
<input type="checkbox"/> Village	\$2,440 per semester

These rates are set as of December 12, 2008, and are subject to change.

Department of Residential Living

Resident Assistant 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? _____ Relationship to Applicant _____

Please rate the applicant in the following areas:

	Outstanding	Very Good	Good	Average	Below Average	No Observation
Integrity/Honesty						
Emotional Stability						
Positive Attitude						
Responsibility						
Organization						
Punctuality						
Communication						
Patience						
Maturity						

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

Strongly Recommend *Recommend* *Recommend with Reservations* *Do Not Recommend*

Please add any additional comments or observations in the space below.

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, October 29, 2009.

Department of Residential Living

Resident Assistant 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.

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Positive Attitude						
Responsibility						
Organization						
Punctuality						
Communication						
Patience						
Maturity						

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

Strongly Recommend *Recommend* *Recommend with Reservations* *Do Not Recommend*

Please add any additional comments or observations in the space below.

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, October 29, 2009.

Department of Residential Living

Resident Assistant Reference Form



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Emotional Stability						
Positive Attitude						
Responsibility						
Organization						
Punctuality						
Communication						
Patience						
Maturity						

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

Strongly Recommend *Recommend* *Recommend with Reservations* *Do Not Recommend*

Please add any additional comments or observations in the space below.

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, October 23, 2009.