



Thank you for your interest in Resident Assistant (RA) position. The RA plays a vital role in the partnership of Residence Life and EMCC students. The Housing Department would like to hire potential student leaders with a strong emphasis on community and whose skill level, attitude, sense of responsibility, and open-mindedness will complete the mission of the Department. Some of the duties include: assisting residents on move-in day, assisting the housing department during final week, weekly room checks, monitoring visitation twice a week, completing 2-4 hours of office time each week, assisting with student programming, and any other tasks that the housing department will ask you to complete. The RA job is not for everyone, but it's the job of a lifetime for those who want to improve their self-development by providing services and developing the needs of students in the residence halls.



APPLICATION CHECKLIST

The following statements are intended to cover primary guidelines of employment for residence hall staff. They are not inclusive of all residence hall staff responsibilities. Please affix your initials next to each item to show your comprehension of the item listed.

- _____ Period of employment: Starts with Resident Assistant Training and end on the last day of finals. Staff will be expected to be the last to leave/the first to return at all major breaks during the academic year.
- _____ Resident Assistants are expected to attend training which begins two days before the fall move-in day.
- _____ Resident Assistants are expected to remain in good disciplinary standing and abide by College and departmental policies.
- _____ I understand that being a member of the Residence Life staff is very demanding. If my supervisor determines that my outside activities are interfering with my ability to perform my job, I may be asked to limit my outside activities or return the RA scholarship.

Work Experience

Place of Employment

Job Title

Date

Supervisor

Phone

Have you ever been fired from any job? Yes No

Questions (attach additional pages as necessary)

Please list your current extra-curricular activities (clubs, organizations, offices, employment, etc.).

How would the RA position contribute to your own personal and professional growth?

Regarding what you know about the RA position, in what area(s) do you feel you would need additional training?

How will your residents benefit from you being their RA?

From your perspective, what are the three most pertinent challenges facing residential students and how as an RA would you assist those students?

What is your definition of diversity, and how will this definition play a role in your RA position?

Please list two references. **References cannot be any Housing Department or Residence Life Staff member.** Each of your references should be given one of the Reference Forms which are enclosed in this packet. Please ask these individuals to return the forms to the Housing Department.

	<u>Name</u>	<u>Relationship</u>	<u>Contact Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____



Resident Assistant Reference Form

REFERENCE FOR: _____ DATE: ____/____/____
 Resident Assistant Applicant

The above named student has applied for a Resident Assistant position with the Housing Department. The position involves peer advising; management of residence hall floor; creating a cohesive atmosphere within the residential community; planning programs and activities for the residents. The student should also be able to monitor, respond to, and document resident behavior and activity as well as establish a positive interactive relationship with students living in the residence hall.

Your appraisal of this individual's ability and potential, as related to work skills, interpersonal and social relations, and overall personality traits would be greatly appreciated in this evaluation.

Your Name: _____ Title: _____

Department and office address: _____

Phone: _____ E-Mail: _____

How long have you known the applicant? _____

Relationship with applicant? _____

Please place a check mark under the rating that pertains to each item. Your candid observations and comments will be greatly appreciated.

	Outstanding	Good	Average	Below Average	No Observation
Interaction/Cooperation with peers					
Integrity/Honesty/Sincerity					
Emotional Stability					
Attitude/Openness to new ideas					
Responsibility/Dependability					
Organization skills/Punctuality					
Patience/Maturity					
Role Model					
Assertiveness/Initiative					

Overall Recommendation:

Strongly Recommend
 Recommend
 Recommend with Reservations
 DO NOT recommend

**Reference forms should be returned by Friday, April 29, 2016 to:
 RA Selection, Housing Department, P.O. Box 158, Scooba, MS 39358**



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