

Head Resident Assistant Application Packet

2011-2012 Academic Year

Residential Education
Dean of Students Office
Marietta College

HRA Application Timeline

November 21, 2010.....	Application Packets Available Dean of Students Office
January 21, 2011	Application and All Supporting Materials Due 5:00 P.M.
February 2, 3, & 4, 2011.....	Individual Interviews – Andrews Hall
March 18, 2011	Notification Letters Sent
March 25, 2011	Letters of Acceptance Due & Contract Signed 5:00 P.M. (If offered a position)
August 2011	Mandatory Fall Training Additional Information Later

Application Checklist

- At least two (2) semesters of experience as a RA at Marietta College
- Must be available for both Fall and Spring semesters
- Cumulative Grade Point Average of 2.50 or better
- Take or have completed LEAD 121 with a C or better
- Application
- Cover Letter
- Resume
- Letter of Reference
- Placement Preference Form

2011-2012 Head Resident Assistant Application

APPLICATION DEADLINE: January 21, 2011 no later than 5 p.m. to the Dean of Student's Office. Please print legibly in **BLACK INK** or type information on this form – illegible and/or incomplete applications will not be reviewed and you will automatically be eliminated from the RA Selection Process

CANDIDATE INFORMATION

Name: _____ Student ID #: _____
(Last) (First) (Middle Initial)

Preferred Name: _____ Email Address: _____

Current Address: _____
(Campus Mailbox # or No. & Street) (City/State) (Zip Code)

Permanent Address: _____
(No. & Street) (City/State) (Zip Code)

Cell Phone #: _____ Permanent/Home Phone #: _____

Room # & Hall: _____ Sex: _____

EDUCATION

Current Academic Year: 1st Year 2nd Year 3rd Year 4th Year Other _____

Major (1): _____ Minor (1): _____

Major (2): _____ Minor (2): _____

Expected Graduation Date: (Semester/Year) _____ Last Semester GPA: _____

Cumulative GPA: _____

Have you completed the LEAD 121 course or are currently enrolled? Yes No

If yes, when did you complete? (semester/year): _____

EXTRA-/CO-CURRICULAR ACTIVITIES

Please check any extra-/co-curricular activities you will be participating in during the 2011-2012 academic year.

Student Teaching (semester: _____)	National Guard/Reserves
Varsity Athletics (sport: _____)	Fraternity/Sorority (chapter: _____)
Student Organization (_____)	Study Abroad (semester: _____)
Other (_____)	Other Employment (_____)

If you hold a leadership position (i.e. President) or work on or off campus, please note here what your position(s) is/are and an average of how many hours a week you spend fulfilling those responsibilities:

<u>Activity</u>	<u>Position</u>	<u>Weekly Hours</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

REFERENCE

Please provide the name of an individual, familiar with your leadership skills, who will be a reference for you. The individual chosen should be able to attest to your leadership ability, critical thinking skills, role model capabilities, community building, team motivation, and peer accountability in a typed document. Remember to turn this in with your application. **IMPORTANT:** References should **NOT** be current Resident Assistants or other Marietta College students. It is encouraged that applicants provide references with a description of the HRA position.

Name/Position **Department/Company** **Phone #** **Relationship**

1. _____

COVER LETTER & RESUME*

Cover Letter	A one-page cover letter is your opportunity to specifically explain why you are seeking a head resident assistant position at Marietta College. Think about the skills and/or experiences you possess that make you an excellent candidate. This is also your chance to reflect your attitude, personality, motivation, enthusiasm, and communication skills.
Resume	A typical resume contains a summary of job experience and education.

*The Dean of Students Office strongly encourages you to contact the Marietta College Career Center in preparation of the cover letter and resume portion of the application process.

QUESTIONS

Submit with your application your answers to the following questions/prompts typed on a separate sheet of paper. Please give serious thought to the questions and give thorough consideration to your answers. A minimum paragraph response to each question/prompt is required.

1. What have you learned from your experiences that make you an effective RA and how have these experiences prepared you for the responsibilities of the Head Resident Assistant position?
2. From the list below, please select TWO (2) areas in which you need the most development and explain your choice. Then in a following paragraph, please select TWO (2) areas in which you are most capable and explain your choices.
 - Verbal/Non-verbal Communication
 - Open-Mindedness
 - Time Management/Stress Management
 - Ability to Work with Others
 - Presentation Abilities
 - Listening Skills
 - Facilitating Discussions
 - Confrontation Skills
3. How would you work with your Resident Director to facilitate staff development with your hall staff?
4. Write about your leadership style and give an example of how you have provided leadership on your staff this year.

HONESTY STATEMENT

I hereby certify that, with the best of my knowledge and belief, there are no willful misinterpretations, omissions, or falsifications in my responses, statements and answers to this resident assistant application and all supporting materials.

Signature: _____ Date: _____

PLACEMENT PREFERENCE

We seek to place staff members in areas in which we feel they will be most successful. If you are hired, we would like to consider your placement preferences; however we do not guarantee that you will be placed in the area of your choice. Please complete each question below.

IMPORTANT: If you are NOT placed as an HRA, do you still want to be considered for an RA position?

Yes No

First Year Housing (i.e. Dorothy Webster Complex, Russell Hall, Marietta Hall)	Prefer Do <u>NOT</u> Prefer No Preference
Upper-class Housing	Prefer Do <u>NOT</u> Prefer No Preference
Small Group Housing	Prefer Do <u>NOT</u> Prefer No Preference
Apartments	Prefer Do <u>NOT</u> Prefer No Preference

Please rank those buildings you feel you would be most successful as a Resident Assistant. Rank the following locations 1-13, with 1 being the top choice. If you have no preference please mark the line below.

- | | |
|-----------------|----------------------|
| Elsie Newton | Glendale |
| Mary Beach | Fayerweather |
| Dorothy Webster | A&H House |
| Russell | Pioneer House |
| Marietta | Harmar House |
| Parsons | ATQ House |
| McCoy | No Preference |

Please explain your preferences and why you would be qualified for the placement made above.

Remember: RA hiring will not be contingent based upon your choices on this form.