

Resident Assistant Application Packet

2011-2012 Academic Year

Residential Education
Dean of Students Office
Marietta College

Application Timeline

October 25, 2010	Interest Session Dorothy Webster Lobby 7:30 P.M.
October 26, 2011	Interest Session Dorothy Webster Lobby 7:30 P.M.
November 15, 2010.....	Application Packets Available Dean of Students Office
January 28, 2011	Application and All Supporting Materials Due 5:00 P.M.
February 16, 17, & 18, 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

- Cumulative Grade Point Average of 2.50 or better
- Take or have completed LEAD 121 with a C or better
- Application
- Cover Letter
- Resume
- Three (3) Letters of Reference – See Forms Attached
- Placement Preference Form

2011-2012 Resident Assistant Application

APPLICATION DEADLINE: January 28, 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. _____	_____	_____

REFERENCES

Please provide the names of 3 individuals, familiar with your leadership skills, who will be references for you. Attached to the application are three Recommendation Forms for your references to fill out. Remember to turn these in with your application. **IMPORTANT:** References **MUST** include one (1) Marietta College Faculty Member and one (1) current or former employer. References should **NOT** be current Resident Assistants or other Marietta College students. It is encouraged that applicants provide references with a description of the RA position.

<u>Name/Position</u>	<u>Department/Company</u>	<u>Phone #</u>	<u>Relationship</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

COVER LETTER & RESUME*

Cover Letter	A one-page cover letter is your opportunity to specifically explain why you are seeking a 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.

- 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	• Presentation Abilities
• Open-Mindedness	• Listening Skills
• Time Management/Stress Management	• Facilitating Discussions
• Ability to Work with Others	• Confrontation Skills
- What do you see as the main advantages to residence hall living and what do you consider to be the most pressing problem facing students living in the residence halls at Marietta College?
- As a resident assistant, what would you do to improve the educational and overall quality of living in the residence halls at Marietta College?

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.

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.

RA Selection Recommendation Form

To be completed by the candidate:

Name of RA Candidate: _____ Student ID Number: _____

In compliance with the Family Educational Rights and Privacy Act of 1974, the student may review the contents of this recommendation if both parties give their consent.

I (student) request that this recommendation be:

Confidential

Student Signature: _____

Open (I may review)

Date: _____

To be completed by the person providing the recommendation:

I understand the student's request and:

Agree

Signature: _____

Disagree

Date: _____

Please rate the RA candidate to the best of your knowledge in the following areas.

Rating Scale: 1 – Poor 2 – Fair 3 – Average 4 – Good 5 – Excellent

Rating		Rating	
	Academic performance and commitment		Sensitivity to and interest in others
	Leadership potential		Ability to work as part of a team
	Maturity		Positive attitude
	Responsibility		Friendliness
	Initiative		Ability to earn respect of peers
	Interacts well with others		Time management skills

In the space below, please state your relationship to the applicant and provide information about his or her fitness to fulfill the requirements of the RA position (please use an additional sheet of paper if necessary).

Would you recommend the student for a Resident Assistant position?

Yes

No

Unable to make recommendation

Additional Comments:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Please return this form directly to: **Ellen Campbell, Assistant Dean of Students, Marietta College, 215 Fifth Street
Marietta, OH 45750**

RA Selection Recommendation Form

To be completed by the candidate:

Name of RA Candidate: _____ Student ID Number: _____

In compliance with the Family Educational Rights and Privacy Act of 1974, the student may review the contents of this recommendation if both parties give their consent.

I (student) request that this recommendation be:

Confidential

Student Signature: _____

Open (I may review)

Date: _____

To be completed by the person providing the recommendation:

I understand the student's request and:

Agree

Signature: _____

Disagree

Date: _____

Please rate the RA candidate to the best of your knowledge in the following areas.

Rating Scale: 1 – Poor 2 – Fair 3 – Average 4 – Good 5 – Excellent

Rating		Rating	
	Academic performance and commitment		Sensitivity to and interest in others
	Leadership potential		Ability to work as part of a team
	Maturity		Positive attitude
	Responsibility		Friendliness
	Initiative		Ability to earn respect of peers
	Interacts well with others		Time management skills

In the space below, please state your relationship to the applicant and provide information about his or her fitness to fulfill the requirements of the RA position (please use an additional sheet of paper if necessary).

Would you recommend the student for a Resident Assistant position?

Yes No Unable to make recommendation

Additional Comments:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Please return this form directly to: **Ellen Campbell, Assistant Dean of Students, Marietta College, 215 Fifth Street Marietta, OH 45750**

RA Selection Recommendation Form

To be completed by the candidate:

Name of RA Candidate: _____ Student ID Number: _____

In compliance with the Family Educational Rights and Privacy Act of 1974, the student may review the contents of this recommendation if both parties give their consent.

I (student) request that this recommendation be:

Confidential

Student Signature: _____

Open (I may review)

Date: _____

To be completed by the person providing the recommendation:

I understand the student's request and:

Agree

Signature: _____

Disagree

Date: _____

Please rate the RA candidate to the best of your knowledge in the following areas.

Rating Scale: 1 – Poor 2 – Fair 3 – Average 4 – Good 5 – Excellent

Rating		Rating	
	Academic performance and commitment		Sensitivity to and interest in others
	Leadership potential		Ability to work as part of a team
	Maturity		Positive attitude
	Responsibility		Friendliness
	Initiative		Ability to earn respect of peers
	Interacts well with others		Time management skills

In the space below, please state your relationship to the applicant and provide information about his or her fitness to fulfill the requirements of the RA position (please use an additional sheet of paper if necessary).

Would you recommend the student for a Resident Assistant position?

Yes No Unable to make recommendation

Additional Comments:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Please return this form directly to: **Ellen Campbell, Assistant Dean of Students, Marietta College, 215 Fifth Street
 Marietta, OH 45750**