



## **Important Information regarding the Resident Assistant Search for Spring 2010 openings**

### **Applicant Requirements:**

- 2.5 Cumulative GPA at the end of Spring 09 semester.
- Must have lived in residence halls for two semesters or be sophomore status at the end of the Spring 09 semester. (*Sophomore status does not include AP or credits obtained while in High School.*)
- Must return a completed application and 2 recommendation forms by 4 p.m. October 28th to the Residence Life office, third floor Faunce Student Services Building.
- Attend applicant interviews on November 12 or 13. You will sign up for these interviews when you turn in your application.

### **Please read carefully the following information:**

- The attached application is for Resident Assistant positions for Spring 2010 only with the possibility of continuing for 2010-11. After application review and interviews, candidates will be notified of their status.
- Candidates will be identified as being hired, placed into the alternate pool or declined. Candidates placed in the alternate pool may be hired as positions become available throughout the spring 2010 semester.
- Incomplete applicants or applicants with less than the required 2.5 cumulative GPA will not be considered. *See back of this page for what to include in a complete application.*
- Applications without recommendation forms will not be considered.

### **Questions:**

If you have any questions about the selection process or your eligibility feel free to contact Judy Kopf, Associate Director of Residence Life at [judy.kopf@wmich.edu](mailto:judy.kopf@wmich.edu).

# **RA Application Check List**

*Make sure you're not forgetting anything!*

- Application form (pages 1-2 of the application)
  - Resume (description on page 2 of the application)
  - Written Responses (questions on page 2 of the application)
  - Recommendation form from a Residence Life Staff Member
  - Recommendation form from another who can speak to your leadership skills and work ethic. (ie: a supervisor, organization advisor, coach, professor, etc.)
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## **RA Job Description**

The purpose of the Resident Assistant (RA) is to enhance the quality of life in the residence halls while supporting the academic mission of the university for the students in that community. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; she/he is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

Residence Life seeks candidates who enjoy working in a community setting and fostering a living/learning community.

More details on the RA job description and requirements can be found online at  
<http://www.wmich.edu/housing/employ/>



# Resident Assistant Application

## For Spring 2010

\*\*\*Please print or type clearly\*\*\*

### GENERAL INFORMATION

Name: \_\_\_\_\_ WIN # \_\_\_\_\_ Gender M F T

Local Address: \_\_\_\_\_

Preferred Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

How many semesters have you lived in WMU's residence halls (include current semester)? \_\_\_\_\_

Have you attended any other colleges/universities other than WMU? If yes, please indicate college/university and dates of attendance: \_\_\_\_\_

*NOTE: If you are a first semester transfer to WMU, please attach an unofficial transcript or other verification of your GPA from your other institutions.*

Did you live in their residence hall system? Yes No If yes, how many semesters? \_\_\_\_\_

Have you ever been found responsible for violating the Student Code or Community Living Expectations at WMU? Yes No If yes, please explain: \_\_\_\_\_

Have you ever been charged or convicted of a felony or misdemeanor (other than minor traffic violations)? Y N If yes, list date, charge, location, court, and action taken: \_\_\_\_\_

### ACADEMIC INFORMATION:

Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Class Standing: FR SO JR SR OTHER

# of credits earned at a community college or university, including WMU (does not include AP or HS transfer credits): \_\_\_\_\_

**Applications are due October 28, 2009 by 4:00 pm**

Return completed application to the Residence Life Office on the third floor of the Faunce Student Services Building. (The Birdcage)

## **INVOLVEMENT RESUME**

We are interested in your past and present involvements.

Please attach a current resume that includes the following information:

- Extracurricular activities, volunteer experiences, previous job experience, any other relevant experiences
- You may include high school as well as college activities. When appropriate, include leadership experiences, dates, and position titles.

## **WRITTEN RESPONSES**

In addition to this application, you will need to answer the following questions in an essay format. This should be typed, no more than three pages long, double spaced, 12pt font, and attached to this application. The questions are:

1. What do you bring to the RA position that makes you a good candidate for this job?
2. How does customer service play a role in the RA position and how can an RA demonstrate this?
3. What are the challenges of coming into the RA position mid-year? What skills/experiences do you bring to the RA position that would help you with those challenges?
4. What do you view as the three (3) most important components of the RA position and why?

## **RECOMMENDATIONS**

You must have TWO recommendation forms completed:

- 1 must be a hall staff member (RA, Hall Director, Graduate Assistant, etc. current or former).
- 1 can be any person who can speak about your leadership skills/work ethic (This can be a supervisor, organization advisor, coach, professor, etc. current or former. It should not be an immediate family member, roommate, close friend, or someone who has only a personal relationship with you.)

*Recommendations may be returned either by you as the applicant as part of your application packet, or by the person writing the recommendation. Either way however, recommendations MUST be returned by October 28 at 4 p.m.*

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*I have read the job description. I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all past or current supervisors or Residence Life staff members may be contacted. I understand that employment at the University is conditional upon review of my criminal conviction records. I authorize the University to request and obtain, through the Michigan State Police and any other relevant law enforcement agencies, an investigation and report to determine the accuracy of my above answers about prior criminal conviction. Employment agreements are issued on a yearly basis and appointing officials are not obliged to extend employment for additional time based on performance review.*

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Recommendation for the Resident Assistant position

Western Michigan University

**Applicant Name:** \_\_\_\_\_

**Name of person completing your recommendation:** \_\_\_\_\_

**Recommender Phone number:** \_\_\_\_\_

**Recommender Email:** \_\_\_\_\_

**Waiver of access** – *Applicants should complete this section prior to giving this form to the person writing your recommendation.*

***Confidential*** \* Confirms recommendation as confidential to applicant

I, the applicant, waive my right to access to the information provided on this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Non-Confidential*** \* Confirms recommendation as non-confidential to applicant.

I, the applicant, retain my access to the information provided on this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOW TO RETURN RECOMMENDATIONS:** All recommendations **MUST** be returned to the Department of Residence Life, 3<sup>rd</sup> floor Faunce Student Services Building by October 28 at 4 p.m.

They may be returned in any of the following ways:

- By the applicant as part of their application packet. Note, if this is done, they should be in a sealed envelope with the recommender's signature on the seal.
- By the recommender in person, via campus mail, USPS, or fax (269-387-4786).

## ***WHAT IS A RESIDENT ASSISTANT?***

*The Resident Assistant is a live-in, part-time, student-staff member in the residence halls who is chosen through a departmental selection process. Duties include: facilitation of the development of the floor and hall community, referral counseling, administrative functions, upholding university policy, and community development through programming.*

1. Please indicate how well you know this person and in what capacity.

2. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of this applicant.

3. From the following list of skills/behaviors, please identify with a check mark the 5 – 7 you feel are the strongest attributes of the candidate.

- |  |  |
|--|--|
| <input type="checkbox"/> Effective/Appropriate verbal and non-verbal communication | <input type="checkbox"/> Professionalism                       |
| <input type="checkbox"/> Forward thinking  | <input type="checkbox"/> Reliable/Committed                    |
| <input type="checkbox"/> Manages effectively available time                        | <input type="checkbox"/> Follows through on tasks/ideas        |
| <input type="checkbox"/> Organizes effectively (tasks and groups)                  | <input type="checkbox"/> Active listening                      |
| <input type="checkbox"/> Initiative/Self motivation                                | <input type="checkbox"/> Willing/Ability to delegate           |
| <input type="checkbox"/> Flexible (with ideas and others)                          | <input type="checkbox"/> Appropriate role modeling             |
| <input type="checkbox"/> Assertiveness   | <input type="checkbox"/> Recognizes the contribution of others |
| <input type="checkbox"/> Willing to learn from others/follow others lead           | <input type="checkbox"/> Willing to take risks                 |
| <input type="checkbox"/> Accepting of feedback/Willing to give feedback            | <input type="checkbox"/> Enthusiasm/Positivity                 |
| <input type="checkbox"/> Willing to find common ground with others                 | <input type="checkbox"/> Creativity                            |
| <input type="checkbox"/> Willing to challenge the status quo/self/peers            | <input type="checkbox"/> Self-confidence                       |

4. Any additional comments:

**Recommendations** (check one and please add comments)

- I highly recommend this person for the RA position because:
- I recommend this person for the RA position because:
- I recommend this person with reservations for the RA position because:
- I do not recommend this person for the RA position because:

Signature of Person Writing Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Writing Recommendation (Please Print) \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

# Recommendation for the Resident Assistant position

Western Michigan University

**Applicant Name:** \_\_\_\_\_

**Name of person completing your recommendation:** \_\_\_\_\_

**Recommender Phone number:** \_\_\_\_\_

**Recommender Email:** \_\_\_\_\_

**Waiver of access** – *Applicants should complete this section prior to giving this form to the person writing your recommendation.*

***Confidential*** \* Confirms recommendation as confidential to applicant

I, the applicant, waive my right to access to the information provided on this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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5. Please indicate how well you know this person and in what capacity.

6. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of this applicant.

7. From the following list of skills/behaviors, please identify with a check mark the 5 – 7 you feel are the strongest attributes of the candidate.

- |  |  |
|--|--|
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| <input type="checkbox"/> Forward thinking  | <input type="checkbox"/> Reliable/Committed                    |
| <input type="checkbox"/> Manages effectively available time                        | <input type="checkbox"/> Follows through on tasks/ideas        |
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| <input type="checkbox"/> Initiative/Self motivation                                | <input type="checkbox"/> Willing/Ability to delegate           |
| <input type="checkbox"/> Flexible (with ideas and others)                          | <input type="checkbox"/> Appropriate role modeling             |
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| <input type="checkbox"/> Accepting of feedback/Willing to give feedback            | <input type="checkbox"/> Enthusiasm/Positivity                 |
| <input type="checkbox"/> Willing to find common ground with others                 | <input type="checkbox"/> Creativity                            |
| <input type="checkbox"/> Willing to challenge the status quo/self/peers            | <input type="checkbox"/> Self-confidence                       |

8. Any additional comments:

**Recommendations** (check one and please add comments)

- I highly recommend this person for the RA position because:
- I recommend this person for the RA position because:
- I recommend this person with reservations for the RA position because:
- I do not recommend this person for the RA position because:

Signature of Person Writing Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Writing Recommendation (Please Print) \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_