



# Residential-Life Resident Assistant Application Check Sheet

Place your initials on each line to confirm that the required document is included in your complete RA Application Packet before you turn it in.

1. **CHECK SHEET** \_\_\_\_\_

2. **APPLICATION**, pages 3 - 4 \_\_\_\_\_

3. **SHORT ANSWER QUESTIONS**, page 5

Please write thoughtful and thorough responses in brief form. Each response must be, typed in **12pt. font**, and **double-spaced**. Please type your name at the top of the page and include the question with your answer.

1. Please explain why you are applying to be a Resident Assistant.  
What is your view of the RA position? Why do you think the RA position  
would benefit you? \_\_\_\_\_

2. List and describe at least three characteristics about yourself that you  
feel would assist you in the RA position? \_\_\_\_\_

4. **RESUME**, page 5

Please include an up to date version of your resume with your application. Your resume should include your work experience or employment history, extra-curricular activities, community service participation, leadership positions held, etc. If you are not familiar with how to write a resume, please visit Career Services (located on the 1<sup>st</sup> Floor of Jacob T. Stewart-College of Business).

a. **Resume** \_\_\_\_\_

5. **RECOMMENDATION LETTERS**, pages 6-7

All applicants must submit **two (2)** recommendation forms. Recommendations should be from people who will be able to assess your skills and abilities and will be able to comment on your potential as a Resident Assistant.

a. **Recommendation Letter #1** \_\_\_\_\_

b. **Recommendation Letter #2** \_\_\_\_\_

6. **CONSENT TO DISCLOSE STUDENT JUDICIAL RECORDS**, page 8 \_\_\_\_\_

7. **READ THE FOLLOWING:**

a. **Residential Life Tiger Bulletin** \_\_\_\_\_

*\*By signing below you are confirming that all the requested documents are all included.*

*\*If your document is incomplete, it will not be processed until all the required items above are included in your packet.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Selection Process Overview/Qualifications Fall 2011**

The following is a sample of how our selection process occurs.  
Please understand that the following is subject to change.

- Those interested for Spring 2012, applications are due by Friday, January 20<sup>th</sup>. Applicant interested for Fall 2012, required materials are by March 20, 2012 by 5:00 pm to the Residential Life Office.
- Review applications
- Top applicants are offered an invitation to participate in interview process
  - Interview times are preset. Residential Life will contact you to inform you of interview times.
  - Failure to make any part of the interview process will result in being considered ineligible for hire.
- Interview process consists of:
  - **Panel Interview**
- **The interview process will be March 26-29, 2012.**
- Top candidates are offered positions as Resident Assistants.
- All other candidates will either be placed as alternates, who are used to fill openings throughout the year, or will be notified that they are not eligible for hire.
- Candidates who accept a Resident Assistant position will be expected to attend a RA Orientation beginning on **May 14-16, 2012.** Location TBD.

### **WE NEED**

- Aspiring student leaders with a genuine desire and willingness to learn about themselves and others
- Academic achievers
- Energetic students with a desire to help other students

### **WHAT ARE THE QUALIFICATIONS?**

- Cumulative GPA of 2.5 or higher
- Completion of two (2) semesters as a Full-time student at GSU
- Two semesters residence hall living experience
- Enrollment or completion of Resident Assistant Course EDU 222

### **THE BENEFITS:**

- Becoming a Resident Assistant is an educational experience that can have a dramatic impact on your life personally, academically and vocationally.
- Development of leadership, organization, time management, communication and human relations skills;
- An employment experience that offers you an opportunity to identify and refine your skills, while receiving supervisory support and feedback.

### **You will receive:**

Working Room Stipend  
and Monthly Stipend



# Residential Life Resident Assistant Application

(Please type or print clearly)

Name: \_\_\_\_\_  
*(Last/ First/ Middle)*

Campus/Local Address: \_\_\_\_\_  
*(Residence Hall/ Room #/Street Address)*  
\_\_\_\_\_  
*(Street/ City/ Zip)*

Current Telephone: (\_\_\_\_) \_\_\_\_\_  
*(please include area code)*

Email Address: \_\_\_\_\_@gsumail.gram.edu

Permanent Address: \_\_\_\_\_  
*(Street)*  
\_\_\_\_\_  
*(City/State/Zip)*  
\_\_\_\_\_  
*(Telephone)*

Gender:  Male  Female

Declared Academic Major: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_

Current Class Standing:  FR  SO  JR  SR  TRANSFER

Are you a member of the Earl Lester Cole Honors College?  Yes  No

Semester Grade Point Average: \_\_\_\_\_ Cumulative Grade Point Average: \_\_\_\_\_

Have you ever been employed by GSU Residential Life?  Yes, please note below  No

Position	Dates of Employment	Reason for leaving
_____	_____	_____

**PLEASE NOTE:**

If pursuing an undergraduate degree, the Resident Assistant must be in at least his/her third semester at the start of their employment with a total of 24 earned credit hours, enrolled in a minimum of 12 credits, and maintain a minimum semester and cumulative grade point average of 2.5.

Credit Hours Completed at Grambling State University: \_\_\_\_\_

Other Colleges/Universities Attended (Do Not Include Dual Enrollment Courses Taken While in High School):

School 1: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_

School 2: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_

## PLACEMENT OPTION

To assist in our placement of staff members, please indicate any initial interest in working in a specific Residential community. Please remember that placement in a particular building is not guaranteed. There may be a small number of availabilities; therefore we ask that you be flexible in our placement decision.

### Student Population:

Please rank your preferences (1 being the highest). Please remember that placement in a particular building and community is not guaranteed.

- \_\_\_\_\_ First Year Students (Freshman Village)
- \_\_\_\_\_ Upper Classmen (Tiger Village)
- \_\_\_\_\_ Upper Classmen (Apartment Style)
- \_\_\_\_\_ Upper Classmen (Traditional)

I wish to apply for a position within the Department of Residence Life at Grambling State University. I certify that the information I have provided in my Resident Assistant Application is true and accurate. I understand that if any information provided in this application is found to be false, my packet may be removed from the Resident Assistant Selection Process. By signing this application, I am providing permission for the GSU Department of Residence Life to verify the academic information I have supplied, such as my GPA and credit hours, along with any disciplinary records which may be related to me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SHORT ANSWER QUESTIONS

Please write thoughtful and thorough responses in brief form. Each response must be, typed in **12pt. font**, and **double-spaced**. Please type your name at the top of the page and include the question with your answer.

- 1. Please explain why you are applying to be a Resident Assistant. What is your view of the RA position? Why do you think the RA position would benefit you?*
- 2. List and describe at least three characteristics about yourself that you feel would assist you in the RA position?*

## RESUME

Please include current version of your resume with your application. Your resume should include your work experience or employment history, extra-curricular activities, community service participation, leadership positions held, etc. If you are not familiar with how to write a resume, please visit Career Services (located on the 1<sup>st</sup> Floor of Jacob T. Stewart-College of Business).

## RECOMMENDATION FORMS

All applicants must submit **two (2)** recommendation forms. Recommendations should be from people who will be able to assess your skills and abilities and will be able to comment on your potential as a Resident Assistant.

Recommendations should be completed by the following individuals:

1. A faculty member, academic advisor, or teacher assistant within your current institution of higher education.
2. A mentor (i.e. Director, Assistant Director, former employer, or student organization advisor).

Please ask those individuals who will be completing your recommendation form to return the form back to you in a sealed envelope so you may turn it in with your application. **Recommendations must be turned in by the application deadline or your packet will be considered incomplete.**



# Resident Assistant Recommendation Form

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

*I request a CONFIDENTIAL recommendation and waive the right to review this reference.*

Applicant Signature \_\_\_\_\_

G # \_\_\_\_\_

The person above has applied for the position of Resident Assistant in the Department of Residential Life at Grambling State University. Thank you for your time and assistance in our Resident Assistant selection process.

**In what capacity do you know the applicant?**

**Directions:**  
Please respond to the following statements by rating this candidate on a scale from 1-4 or N/A.  
Please provide all relevant comments below.

**Rating Scale:**  
1= Needs Improvement    2= Acceptable    3=Good    4=Outstanding    NA=Not able to evaluate

- |   |   |   |   |   |    |
|---|---|---|---|---|----|
| 1. This candidate overall has a positive attitude towards experiencing new things and learning.                             | 1 | 2 | 3 | 4 | NA |
| 2. This candidate is able to adapt to most situations. They are flexible in their thinking and actions.                     | 1 | 2 | 3 | 4 | NA |
| 3. This candidate is dependable. They are able to work autonomously to accomplish tasks in a timely and professional manor. | 1 | 2 | 3 | 4 | NA |
| 4. This candidate can be characterized as trustworthy and honest. They can be trusted with confidential information.        | 1 | 2 | 3 | 4 | NA |
| 5. This candidate is willing to work with a variety of people from different backgrounds and lifestyles.                    | 1 | 2 | 3 | 4 | NA |
| 6. This candidate has the ability to multi-task. This candidate can manage time effectively.                                | 1 | 2 | 3 | 4 | NA |
| 7. This candidate has the ability to confront the behavior of their peers in a polite, honest and direct manner.            | 1 | 2 | 3 | 4 | NA |

Overall recommendation of this candidate for the Resident Assistant position:

- Highly Recommend   
  Recommend   
  Recommend with Reservations   
  Do not Recommend

Comments about this candidate:

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Name of Reference \_\_\_\_\_

Title \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_



# Resident Assistant Recommendation Form

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

*I request a CONFIDENTIAL recommendation and waive the right to review this reference.*

Applicant Signature \_\_\_\_\_

G # \_\_\_\_\_

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| 3. This candidate is dependable. They are able to work autonomously to accomplish tasks in a timely and professional manor. | 1 | 2 | 3 | 4 | NA |
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| 5. This candidate is willing to work with a variety of people from different backgrounds and lifestyles.                    | 1 | 2 | 3 | 4 | NA |
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| 7. This candidate has the ability to confront the behavior of their peers in a polite, honest and direct manner.            | 1 | 2 | 3 | 4 | NA |

Overall recommendation of this candidate for the Resident Assistant position:

- Highly Recommend   
  Recommend   
  Recommend with Reservations   
  Do not Recommend

Comments about this candidate:

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Name of Reference \_\_\_\_\_

Title \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Date \_\_\_\_\_



GRAMBLING STATE UNIVERSITY

Division of Student Affairs
Office of Student Judicial Affairs

GSU Box 4309
Grambling, LA. 71245
Telephone: (318) 274-6149/Fax: (318) 274-3297

CONSENT TO DISCLOSE STUDENT JUDICIAL RECORDS

This release represents your written consent to disclose student judicial records maintained by Grambling State University, to specific individuals identified below. Please read this document carefully and fill in all applicable blanks.

I, \_\_\_\_\_ (Print Full Legal Name) \_\_\_\_\_ (Social Security Number)

( ) am currently ( ) was previously a student at Grambling state University and hereby give my voluntary consent to disclose the following records:

- Contents of Individuals Judicial File (Copies of files are not provided)
Other: (please specify)

to the following person (s) \_\_\_\_\_

Please present or provide photocopy of student ID or current government issued ID and indicate your access preference regarding the nature of this record release:

- Provide personal access to documentation contained in file.
Authorize university official to orally discuss information in file.
Provide written response to disciplinary clearance or other form (must attach form and include postage paid return envelope for off-campus address)

NOTE: Please allow five business days for processing request for personal access to a file by a third party and ten days for a written response.

I understand that under the Federal Educational Rights and Privacy Act 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statues and judicial decisions/ agreements. I also understand that I may revoke this consent at any time (via written request) except to the extent that action has already been taken upon this release.

(Signature of Student)

(Date)

(Current Address)

(Phone Number)

(University)

(Email)

From To (Dates of Attendance)

(Date of Birth)

Office Use Only: \_\_\_\_\_