



# Residential Life Graduate Assistant Application Check Sheet

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

**APPLICANTS FULL NAME:** \_\_\_\_\_ **G#** \_\_\_\_\_

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

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

3. **SHORT ANSWER QUESTIONS**, page 5  
Please write thoughtful and thorough responses. 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 Graduate Assistant. What is your view of the GA position? Why do you think the GA position would benefit you? \_\_\_\_\_

2. What attributes could you bring to ensure the development of students and the retention of students? \_\_\_\_\_

3. How would you define leadership and your role as a leader? \_\_\_\_\_

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.

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

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

All applicants must submit **three (3)** recommendation forms. Recommendations should be from people who will be able to evaluate your skills and abilities and will be able to comment on your potential as a Graduate Assistant.

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

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

c. **Recommendation Letter #3** \_\_\_\_\_

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

7. **READ THE FOLLOWING:**

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

8. **PUBLICATIONS, PRESENTATIONS AND GRANT EXPERIENCES**

a. **Sample copy of Presentation**, \_\_\_\_\_

b. **Sample copy of Publications** \_\_\_\_\_

c. **Sample copy of written grant** \_\_\_\_\_

**9. TRANSCRIPT AND ACCEPTANCE INTO GRADUATE SCHOOL**

a. **Transcript** \_\_\_\_\_

b. **Letter of Acceptance into Graduate School** \_\_\_\_\_

*\*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 2018**

Below you will find how our selection process occurs.

Please understand that the Department of Residential Life has the right to change content at will.

**Applicants interested for FALL 2018, applications are now being accepted and can be returned to the Residential Life Office located in Grambling Hall suite 216. DEADLINE FOR APPLICATIONS IS June 8<sup>th</sup> 2018 at 5:00 pm.**

- Review applications
- Applicants that submit a completed application will be granted an interview.
  - Residential Life will contact you to inform you of interview times.
  - Failure to make any part of the interview process will result in you being considered ineligible for hire.
- Interview process consists of:
  - Panel Interview
- **The interview process – June 11<sup>th</sup> through June 14<sup>th</sup> 2018.**
- Top candidates are offered positions as Graduate Assistants.
- **Candidates who accept a Graduate Assistant position will be expected to attend a GA Orientation/Training that will be announced.**
- **Positions commence at the start of the Fall Semester.**

### **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
- Trend setters and role models

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

- Cumulative GPA of 3.0 or higher
- Leadership experience
- Must be admitted into Graduate School and enrolled in a Graduate Program

### **THE BENEFITS:**

- Becoming a Graduate 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:**

- Room Exemption and monthly stipend of \$600.00.



# Residential Life Graduate Assistant Application

G Number (i.e. G00123456):

\_\_\_\_\_

(Please type or print clearly)

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

Campus/Local Address: \_\_\_\_\_  
*Residence Hall & Room #*

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

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

Permanent Address: \_\_\_\_\_  
*(Street)*

\_\_\_\_\_

*(City/State/Zip)*

\_\_\_\_\_

*(Telephone)*

Gender:  Male  Female

Declared Academic Major: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_

Do you have any aid/scholarship that provides housing cost exemption?  Yes  No  
If yes, please state: \_\_\_\_\_

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
_____	_____	_____

Have you ever been employed by Grambling State University  Yes, please note below  No

Position	Dates of Employment	Reason for leaving
_____	_____	_____

## 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.

- a. **Please explain why you are applying to be a Graduate Assistant. What is your view of the GA position? Why do you think the GA position would benefit you?**
  
- b. **What attributes could you bring to ensure the development of students and the retention of students?**
  
- c. **How would you define leadership and your role as a leader?**

## 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.

## RECOMMENDATION FORMS

All applicants must submit **three (3)** 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 Graduate 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.**



# Graduate 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 Graduate Assistant in the Department of Residential Life at Grambling State University. Thank you for your time and assistance in our Graduate 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 Graduate Assistant position:

- Highly Recommend   
  Recommend   
  Recommend with Reservations   
  Do not Recommend

Comments about this candidate:

\_\_\_\_\_  
 \_\_\_\_\_

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

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



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Comments about this candidate:

\_\_\_\_\_  
\_\_\_\_\_

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

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



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Overall recommendation of this candidate for the Graduate Assistant position:

- Highly Recommend     Recommend     Recommend with Reservations     Do not Recommend

Comments about this candidate:

\_\_\_\_\_  
\_\_\_\_\_

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) \_\_\_\_\_ (G 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: \_\_\_\_\_