

# Resident Assistant Application 2011-2012

## Requirements

1. 2.00 minimum GPA requirement
2. Must be in good standing with the College

## Instructions

1. Please complete all sections of the application by typing or printing in black ink.
2. Please detach the recommendation forms, complete the "Waiver of Access" portions of the forms, and give them to two different people to complete. It is suggested that at least one recommendation forms be completed by professors or former supervisors. Recommendations should be mailed to the Office of Residence Life, attention Lori Daniel, by the person completing them.
3. Submit your completed application to the Office of Housing and Residence Life prior to Fall registration.
4. Please detach this page and keep it for your records.

**Resident Assistant Application 2011-2012**  
**Office of Residence Life**  
**Southern Union State College**

Applications and recommendations should be sent to the Office of Residence Life.

**Requirements to apply:**

- Preferred on campus living experience
- Must be enrolled full time (12 hrs.) and a minimum of 2.00 GPA
- Must be in good standing with the College

***Please Note:** Mandatory training for all staff and alternates will occur before the start of Fall Semester classes.*

Please answer all questions thoroughly. Applications must be **typed** or **printed in ink**.

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Campus Room/Local Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ SU Mailbox \_\_\_\_\_

E-mail address: \_\_\_\_\_ Gender (circle one): Male Female

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

Current Class rank (circle one): FR SO

How many semesters have you lived in a residence hall at SU? \_\_\_\_\_

Other College or College \_\_\_\_\_  
College or College Name semesters/quarters

How many credit hours do you plan to take: Fall 2011 \_\_\_\_\_ Spring 2012 \_\_\_\_\_

If selected as a Resident Assistant could you be in residence for two full semesters during the academic year? YES / NO If no, please explain on an attached sheet of paper.

## References

Please have at least two (2) individuals fill out reference sheets for you

**On no more than two typed pages (double spaced with 1-inch margins), please provide the following information:**

1. List any outside employment, interests, and activities that you plan to be active in while you are an RA.
2. List your activities and leadership experiences that you have been involved in.  
(You may submit a one-page resume in addition to the application to address this question)
3. What do you hope to gain from the RA experience?
4. What are two characteristics you possess that make you an IDEAL candidate for this position?
5. What does “community” mean to you, and how will you go about creating that community with your residents?
6. What are some areas that you believe SU Residence Life can improve upon, whether overall for the department, or specific to the community?

## GPA and Judicial Standing

To be considered for an RA position and continue in the position, eligible students must maintain a cumulative GPA of 2.00 or above and be in good judicial standing. The Office of Residence Life must be able to check this information in order to consider you for a position.

By signing below, I hereby give my permission for the Office of Residence Life to verify my GPA and review my judicial standing in support of my application for the Resident Assistant position. I certify that the information I have submitted is accurate, my own, and the truth to the best of my knowledge.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Southern Union State Community College is an affirmative action/equal opportunity employer.

**Recommendation for Resident Assistant Position**  
**Southern Union State Community College Office of Residence Life**

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

\_\_\_\_\_  
 Date

**Waiver of Access**

\_\_\_\_\_ has filed an application for a position as a Resident Assistant in the Office of Residence Southern Union State Community College. Resident Assistants are hired to assist in making the residence hall atmosphere conducive to academic achievement, social growth and the development of personal and group responsibilities. The Resident Assistant is selected on the basis of ability to communicate and work with individuals and groups. Please evaluate her/his potential to perform these duties by completing the enclosed form

Please return the recommendation to:

Lori Daniel  
 SUSCC  
 Office of Residence Life  
 P.O. Box 1000  
 Wadley, AL. 36276

I, the applicant, waive my right to access (as afforded under federal law) to the information provided on this form.

YES \_\_\_\_\_ Confidential, not open to applicant's inspection

NO \_\_\_\_\_ Candidate retains the right to inspect recommendation

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

How long, and in what capacity have you known the applicant?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please rate the applicant by placing a circle around the number that best describes the applicant's qualities, as it applies to their ability to work within residence halls, with students, and staff.

**Leadership** - Exhibits and/or has the potential for leadership in group situations.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Attitude** - A general approach to the position, classroom, co-workers, supervisors, and students. A desire to perform in a satisfactory manner.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Interpersonal Skills** - Ability to listen and communicate with others.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Responsibility** - Performs duties through completion without extensive supervision.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Initiative** - Performs responsibilities beyond expectations. Student initiates new projects when current duties are completed.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Diversity** - Ability to work and live with a diverse population.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Please use the space provided for additional comments or information you feel will be useful as we evaluate the qualifications of this candidate to fill the needs of the Resident Assistant position.

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Based on my assessment of this applicant regarding the content of this form and my personal/professional interaction, I would...

\_\_\_\_\_ Highly recommend this candidate \_\_\_\_\_ Recommend this candidate \_\_\_\_\_ Do Not recommend this candidate

Reference's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation for Resident Assistant Position**  
**Southern Union State Community College Office of Residence Life**

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

\_\_\_\_\_  
 Date

**Waiver of Access**

\_\_\_\_\_ has filed an application for a position as a Resident Assistant in the Office of Residence Life at Southern Union State Community College. Resident Assistants are hired to assist in making the residence hall atmosphere conducive to academic achievement, social growth and the development of personal and group responsibilities. The Resident Assistant is selected on the basis of ability to communicate and work with individuals and groups. Please evaluate her/his potential to perform these duties by completing the enclosed form

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\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

How long, and in what capacity have you known the applicant?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please rate the applicant by placing a circle around the number that best describes the applicant's qualities, as it applies to their ability to work within residence halls, with students, and staff.

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Comments:

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Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Interpersonal Skills** - Ability to listen and communicate with others.

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Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Responsibility** - Performs duties through completion without extensive supervision.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Initiative** - Performs responsibilities beyond expectations. Initiates new projects when current duties are completed.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

**Diversity** - Ability to work and live with a diverse population.

5	4	3	2	1	0
Excellent	Very Good	Average	Fair	Poor	Unable to evaluate

Comments:

Please use the space provided for additional comments or information you feel will be useful as we evaluate the qualifications of this candidate to fill the needs of the Resident Assistant position.

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Based on my assessment of this applicant regarding the content of this form and my personal/professional interaction, I would...

\_\_\_\_\_ Highly recommend this candidate \_\_\_\_\_ Recommend this candidate \_\_\_\_\_ Not recommend this candidate

Reference's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_