New Resident Assistant (RA) Application

<u>Application Due Date</u>: Friday, January 26, 2018 by 4PM in the Office of Residential Life located on the 1ˢᵗ floor of Rounds Hall or email applications to reslife@skidmore.edu.

<u>Please type or print clearly</u>

Please notify Natasha Wagner in the Office of Residential Life if any of your personal information changes while you are a candidate.

Name: _____   **Student ID #** _____

Current On-Campus Residence/Room#: _____

Cell Phone #: _____ **Skidmore Email Address**: _____

Date of Birth: _____   **Gender Pronouns**: _____   **Class of 20**: _____

Major: _____   **Cumulative GPA**: _____

Have you ever been found in violation of a Skidmore College Policy?   Yes _____   No_____

(If you are found in violation during the application process, your candidacy will be withdrawn.)

If yes, please explain: _____

_____

Current RAs name: _____

Please list your top three (3) residence area assignment preferences for next year (in the desired order).
Candidates seeking an assignment in Northwoods Apartments or Sussman Village must be either a Junior or Senior in class year by the start of the fall 2017 semester.

Residence Hall/Apartment Complex	Floor/Community
1.	
2.	
3.	

PLEASE NOTE: These preferences cannot be guaranteed, but will be taken into consideration during placement. RA Placement is dependent upon skill set, staff fit, and class year.

☐ Resume

Please complete a resume and attach to your application. Your resume should be a good representation of your employment, leadership background, and skill sets for this position. It should be no longer than a one-sided page.

If you require Special Housing Accommodations, please notify Natasha Wagner at
nwagner@skidmore.edu

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The Career Development Center (*2ⁿᵈ floor Starbuck Center, 518-580-5790*) is available to help you draft your resume. Feel free to pick up a copy of the Resume and Cover Letter Writing Guide at their office or download them from their website: http://www.skidmore.edu/career/.

☐ Reflection Questions

Please type your answers to the following questions on a <u>SEPARATE SHEET</u> and attach to your application.

1. Why are you interested in joining Residential Life and becoming an RA?
2. The primary responsibility of all RAs is to help build community on their floor; this takes form through programming, interaction with residents, on-call rounds, etc. What would your ideal floor and building community look like? What steps would you take to help build and foster this community? (*Please be realistic in your approach, as well as creative*)
3. Briefly describe your time management strategies. If you were to become an RA how would you plan on balancing the role with your academics, work, and other co-curricular activities?
4. Please list three personal skills and/or qualities you possess which you believe will aid your role as an RA based on reading the position description. Also, please list three personal skills and/or qualities you want to further develop as you enter the role.
5. Teamwork is essential within Residential Life. As an RA you may be working with a team of 6-13 RAs. What do you bring to that team? What support do you need from your teammates? What support do you need from your supervisor?

☐ Reference Forms:

On the Office of Residential Life web site under the "*Join Our Staff*" link on the left side there is a link to an online Reference Form. Please have one reference complete this online form. The reference form should be filled out by a current or past faculty/teacher, supervisor, or coach *(Current RAs or ACs may not be used as references)*

☐ Interview Session:

After applying, you will receive an email from a staff member in the Office of Residential Life to schedule an interview. Interviews will take place during the weeks of January 29ᵗʰ – February 9ᵗʰ, 2018. This interview will last approximately 15-20 minutes and is a time for the current staff members to get to know you, your work style, and ideas you have for yourself in the position. The interview should be treated as a professional experience. *For interviewing tips or practice, visit the Career Development Center, located on the 2ⁿᵈ floor of Starbuck Center.*

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☐ Group Interview Session:

All applicants will be required to participate in a group interview process. Group interviews will take place on Tuesday, February 13, 2018 from 8:00pm-10:00pm on the second floor of the Dining Hall. The group interview process is a time for you to work in large and small groups with fellow candidates to demonstrate your ability to work on a team, critical thinking skills, and learn more about what it means to be an RA.

Please Note:

➢ Your application will not be considered unless **ALL** materials have been received by the deadline indicated – Friday, January 26, 2018 by 4pm. This includes the Application itself, Resume, Reflection Questions, and Reference Forms completed online.

➢ Your hiring would be for the 2018-2019 academic year only. If selected, and you wish to continue in future academic years, you'll need to complete a Second-Year Returning RA application, at which point you'll be entered into the applicant pool with all applicants.

➢ All accepted applicants will be required to return to campus in fall 2018 for Residential Life Training on Sunday, August 19ᵗʰ, 2018 by 4pm.

➢ All accepted applicants are required to participate in the full staff retreat, scheduled for Saturday April 7ᵗʰ 2018. More information regarding time and location of retreat TBD.

Questions:

If you have any questions about the application process please feel free to contact Natasha Wagner in the Office of Residential Life (nwagner@skidmore.edu)

Applicant Signature:

I hereby declare that the information given in this application is true to the best of my knowledge.

I hereby authorize the Office of Residential Life to review my academic and student conduct records at Skidmore College. This authorization is granted because I want to be considered for a position on the Residential Life Staff at Skidmore College.

Signature of Candidate	**Date**

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