

Western New Mexico University

Resident Assistant Application Package

2014-2015

The Application Process:

1. The Application Packet

Due February 24th by Noon

The application package includes a 2 page application and 3 reference forms. The reference forms are to be completed by:

- RA
- 2 Faculty
- 1 RA in your hall

All materials must be received in the Office of Housing and Residence Life by the due date specified above.

2. The Group Interview

Saturday March 1st 3-6pm

Only those candidates whose applications are complete and meet all requirements will be permitted to participate in the group interview process. Applicants will be notified by February 26th if they have been selected to participate. Candidates must be present for the group interview to be considered for a position.

3. The Individual Interview

Sunday March 2nd

Individual interviews will be scheduled during the group interview process, so please be prepared with your planner/calendar. Candidates will be notified if they haven't been selected for an interview.

RA Requirements:

- Minimum cumulative GPA of 2.5
- Minimum of 24 college credit hours
- Group living experience
- Time, ability, and interest relating to and working with residents
- 3 Consecutive semesters of a clean judicial record

RA Compensation:

- Room
- \$500 per semester in Flex Dollars

Checklist:

- Application (2 pages)
- Cover letter
- Resume
- References—in sealed envelopes

Contact Career Services for help with your resume and cover letter!!
Darllyn.Scott@wnmu.edu

Note: All candidates will be notified of their status the week prior to Spring Break.

Any questions? Please contact:
The Housing Office @ (575) 538-6629
Email: housing@wnmu.edu

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Please ensure all information is printed neatly or typed.

<i>Personal Data</i>			
Name:		W#:	
Gender:	Date of Birth:	Campus Mailbox :	
Phone: () -		Cell/Alternate Phone: () -	
WNMU Email:		Alternate Email:	
Local Address (Hall & Room <i>or</i> Street):			
City:		State:	Zip:
Permanent/Summer Address:			Summer Phone: () -
City:		State:	Zip:

<i>Academic Information</i>			
Total number of credits completed:		Number of credits completed at Western:	
Number of credits enrolled for Spring '14:		Number of credits anticipated to enroll for Fall '14:	
Major:	Expected Grad Date:	Cumm. GPA:	Fall '13 GPA:
Please indicate anticipated time commitments for next year including all clubs and activities, internships/jobs, and other special experiences:			

<i>Work/Volunteer Experience</i>				
List your paid, work-study, and/or volunteer experience with the most recent position listed first. WNMU employment must be listed. Additional employment information may be listed on a separate page.				
Position	Employer	Dates Held	Supervisor	Phone Number

<i>Activities</i>			
List organizations or activities in which you participate including WNMU, community or business groups.			
Organization	Office Held	Dates	Type of Work

Special Training and/or Other Qualifications

List any special training you have received (for example, CPR, EMT, WSI, Conflict Resolution, Leadership Workshops, Diversity Training, etc.). Please use this section for any other qualifications you would like considered.

All applicants are to answer the following questions on a separate sheet:
(Please type your responses.)

1. Do you have any group living experience? If so please describe it.
2. Why do you want to be a Resident Assistant?
3. What are key characteristics important to being a successful RA? Explain your responses.
4. What aspect of this job would be your biggest personal challenge?
5. What makes for a strong, positive community? What role does the Resident Assistant play in creating such a community?
6. Please describe an activity using both social and educational components. Please include an advertisement plan. Be bold and creative—introduce something that hasn't been done yet!
7. For the 2014-2015 academic year, Rank your preferences for building placement. Explain why you would work best in your top two choices. We will try our best to honor your preference, but **the final decision about placement will be determined based on your strengths and building a good staff team.**

The information supplied in this application is correct to the best of my knowledge. I understand and agree to abide by all expectations if I am offered and accept a Resident Assistant position. In addition, I understand that if I am hired I must attend all training sessions, and all scheduled meetings pertaining to the position. I also understand that I will be expected to work during some parts of Thanksgiving, Christmas and Spring Break vacations. I also understand that there may be other duties as assigned.

Signature of Applicant

Date

Western New Mexico University

Resident Assistant Reference Form

_____ is applying for a Resident Assistant position at Western New Mexico University. Individuals selected for these positions must possess good interpersonal skills, leadership potential and a high degree of maturity. An effective RA needs to show sensitivity toward others and a willingness to respect the differences in individual values and lifestyles. It is also important that an RA has the ability to initiate, plan and organize activities.

_____ This reference will remain confidential and I waive my right to review it.

_____ This reference will NOT remain confidential and I do NOT waive my right to review it.

Applicant Signature _____

Date _____

Reference:	Position:
Phone:	E-mail:
How well do you know the applicant Very Well → 5 4 3 2 1 ← Not well	

Please rate the applicant on the following characteristics:

	<u>Excellent</u>					<u>Poor</u>	Don't Know
Demonstrates Good Judgment	5	4	3	2	1		0
Ability to relate to others	5	4	3	2	1		0
Sensitivity to needs of others	5	4	3	2	1		0
Willingness to help others in need	5	4	3	2	1		0
Participation in Residence Activities	5	4	3	2	1		0
Demonstrates Responsibility	5	4	3	2	1		0
Organizational ability	5	4	3	2	1		0
Ability to work with others	5	4	3	2	1		0
Leadership ability	5	4	3	2	1		0
Communication skills	5	4	3	2	1		0
Commitment (i.e. time, effort, etc.)	5	4	3	2	1		0
Self-discipline	5	4	3	2	1		0
Potential for enforcing discipline	5	4	3	2	1		0
Approachability	5	4	3	2	1		0
Role Model	5	4	3	2	1		0

Do you think that this applicant would be a good housing and residence life staff member?

Yes

Maybe

No

Please comment on why, or why not. You may attach additional pages as necessary.

(Over)

Signature

Date

PLEASE COMPLETE AND RETURN IN A SEALED ENVELOPE (OR FAX TO 575-538-6316) TO THE OFFICE OF HOUSING AND RESIDENCE LIFE NO LATER THAN: NOON, FEBRUARY 24, 2014

