**OFFICE OF HOUSING AND STUDENT LIFE**

**RESIDENT ASSISTANT APPLICATION**

**2019-2020 ACADEMIC YEAR**

Dear Resident Assistant Applicant,

Thank you for your interest in the Resident Assistant (RA) position within the Office of Housing and Student Life. We are excited that you would like to join our team and take on this rewarding leadership opportunity.

This packet includes everything that you will need to complete your application portfolio. Please review all of the materials thoroughly as you prepare. In addition, **you must submit a resume with your application**. Enclosed, you will find the following:

* The RA Application
* Written Response Questions; must be typed and attached to the finished application
* Recommendation Materials

Resident Assistants, in addition to their free room and stipend while in the position, are awarded the opportunity to develop valuable leadership skills. These acquired skills will help students stand out in their chosen field after graduation. This process is an additional opportunity for you to develop valuable skills that will assist you in your life and career choices after your time at Indiana University South Bend.

If you would like to apply for the Resident Assistant position, please be aware that all materials are due to the Office of Housing and Student Life, Community Building front desk by ***Friday, July 26, 2019 no later than 12pm.*** You are always welcome to turn in your application earlier.

Sign-ups for individual interviews when you turn in your application. In order to be considered for the RA position, candidates must fully complete and participate in each step of the selection process.

Should you have any questions about the position or selection process, please do not hesitate to contact Residence Coordinator, Jacob Zell (jzell@iusb.edu).

Thank you again for your interest in the Resident Assistant position here at Indiana University South Bend. We wish you the best of luck throughout the process.

Sincerely,

Office of Housing and Student Life

**OFFICE OF HOUSING AND STUDENT LIFE**

**RESIDENT ASSISTANT APPLICATION FOR 2019-2020 ACADEMIC YEAR**

Thank you for your interest in being a Resident Assistant for the 2019-2020 academic year. As you are aware, the RA position requires a great deal of time, energy, commitment, and self-motivation. Therefore, you will need to demonstrate your ability to serve as a leader and role model for incoming residents. Please be aware that we do not guarantee that you will receive the RA position.

***Please write neatly or type your responses to the questions on this application.***

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Campus Address: *(Building/Apt & Room or Street Address)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(City, State, Zip)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(Cell Phone Number)***

**Student ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cumulative GPA: ­­­\_\_\_\_\_\_\_\_\_\_**

**Current Class Standing:** [ ] FR [ ] SO [ ] JR [ ] SR **Honors student?** [ ] Yes [ ] No

**Major/Minor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Semesters lived on campus:** \_\_\_\_\_\_\_\_

**Have you ever been on academic probation?** [ ] Yes [ ] No

***If yes, please attach an explanation.***

**Have you been found responsible through the Office of Student Conduct?** [ ] Yes [ ] No

***If yes, please attach an explanation.***

I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Housing and Student Life may choose to discuss my candidacy with other appropriate college officials as a means to further determine my suitability as a Resident Assistant. I understand that the Office of Housing and Student Life will do a G.P.A and also check with the Office of Student Conduct to ensure that I meet the minimum requirements needed to be a Resident Assistant. **I have reviewed the RA Position Description and any additional materials provided with this application and have a full understanding of the position requirements as outlined.**

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***Signature of Applicant Date***

**Please attach a separate typed sheet(s) of paper to this application with your responses to the following questions. We ask that you answer as completely and thoroughly as possible.**

1. Write a brief personal statement that describes any relevant personal characteristics, strengths, skills, or experiences that would make you a good candidate for the Resident Assistant position*. (250 word max)*
2. The core values of the Office of Housing and Student Life are Community, Integrity, Respect, Diversity, Learning, and Leadership. These core values shape the mission and vision of the Resident Staff Program. Please choose **two**of the six core values and explain how you would embody those core values as a Resident Assistant. You may provide relevant personal examples to help you answer the question.  *(500 word max)*
3. An important role of the Resident Assistant is to create a safe, inclusive, and welcoming community. Briefly, explain what a safe, inclusive, and welcoming community looks like to you in the context of River Crossing Housing. What steps would you take to create that kind of community in your building? *(500 word max)*
4. Although the Resident Assistant position demands a significant amount of time and energy, our staff members find the job extremely rewarding. How will you manage your time and activities and make the Resident Assistant position a priority? *(250 word max)*
5. Optional Response: Do you have anything additional to share that would assist us in reviewing your application?

**REFERENCE INFORMATION:**

Please provide the names of two individuals you have asked to serve as a reference for you. A Resident Assistant may be ONE of your references. We encourage you to use a supervisor, Indiana University South Bend professional staff member, or faculty member to complete the second reference. A current Housing professional staff member may not serve as your reference. Please do not ask friends, roommates, or family members to serve as a reference for you.*.*

**Reference #1:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 Position/Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2:** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 Position/Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_