

APPLICATION FOR
RESIDENT ADVISOR
2009-10

University of South Alabama - Department of Housing Residence Life

I. PERSONAL DATA

Name _____	Student No. _____
Preferred Name _____	Soc. Sec. No. _____
Date of Birth _____	Age _____
Residence Hall Address _____	Res. Hall Phone No. _____
Campus Mailing Address _____	Cell. Phone No. _____
E-Mail Address _____	
Home Address _____ _____	Phone No. _____
Summer Address _____ _____	Phone No. _____

II. AREA PREFERENCE

Note: Applicants should be aware that RA rooms with kitchens in Beta, Gamma, and Delta 6 are generally assigned to returning RAs.

Rank by number 1 - 6 or choose 'No Preference':

Beta 1-5 or Gamma 5-9 _____ Gamma 0-4 _____ Delta 1-5 _____ Delta 6 _____

Epsilon 1 & 2 _____ Greek _____ (Circle One: KA, ΠKA, ΠKΦ, KΔ, AOP, AΓΔ, ΦM, XΩ)

No Area Preference _____

III. EMPLOYMENT

Please list paid work experience including part-time positions in reverse chronological order beginning with your most recent position -

Begin / End Dates _____ Employer / Address _____ Title / Position _____

Are you currently employed? _____ Number of hours per week _____

If yes, where? _____

If selected as an RA, will you be willing to terminate any other position you may hold?

Yes ____ No ____

Are you related to any employee of the Department of Housing and/or the Division of Student Affairs? Yes ____ No ____ If yes, list name and relationship. _____

Note: The University of South Alabama may, as part of its employment process, obtain a consumer report (i.e. employment verification, education verification, criminal history, motor vehicle report, or credit history) on me and that my employment will depend on the satisfactory outcome of this investigation. The included **Prospective Employee Agreement** must be returned with your application by Friday, February, 20, 2009.

IV. EDUCATION

Present Classification: (Circle one) Sophomore Junior Senior Graduate

Major _____ Minor _____

Total credits earned at the end of Fall Semester 2008 _____

Grade Point Average - Overall USA GPA _____ Fall Sem. 2008 _____
Overall Transfer GPA _____

I give the Department of Housing permission to verify my grade point average and total credits earned. _____

Signature

Date

Expected Date or Semester of Graduation _____

Expected Date of Student Teaching/Internship/Professional Component _____

Other Colleges/Universities Attended – Name, Location, Dates, Degrees Received:

V. EXTRACURRICULAR ACTIVITIES

List your former and present extracurricular activities indicating leadership roles, offices held, and honors received in college and high school: _____

Hobbies and areas of special interest _____

Have you ever lived in a residence hall? Yes ____ No ____ If yes, list where you have resided on campus and the name of your resident advisor:

Area / Building

Name of your RA

Vocational / Educational Goals _____

VII. *About You ...* (Answer the following short answer questions in the space provided.)

I am interested in the position because: _____

You can count on me to: _____

I expect my supervisor to: _____

My role on a team is: _____

My strengths which would help me in this position are: _____

The areas I need to improve on are: _____

To build a positive residence hall community, I will: _____

VIII. REFERENCES

See written reference forms included with this application. Please ask your references to complete the forms as provided.

Applicant's Signature

Date

DEADLINE: Applications for Resident Advisor are due in your Area Office or in Room 110 of the Delta Commons no later than 5:00 p.m., Friday, February 20, 2009.

REFERENCE from a Faculty or Administrator

Applicant Instructions: Complete the top portion of this form including the review waiver section. As soon as possible, **give this form to a U.S.A. faculty or administrator** (excluding housing employees.)

APPLICANT: _____

REVIEW WAIVER:

Candidates have the right to review recommendations. However, because some recommending individuals may prefer that the candidate not read the recommendations, *the candidate may waive the right to review recommendations*. A request to review recommendations must be honored within 45 days of the request. In most cases, the Department of Housing will be able to honor a request within a few days notice. However, the applicant must schedule an appointment.

Please sign choosing one of the following statements:

I hereby **waive** the right to review recommendations and will notify references that I **will not** read the recommendations.

_____ Signature _____Date

I hereby **do not waive** the right to review recommendations and will notify references that I **may** request to read the recommendations.

_____ Signature _____Date

INSTRUCTIONS FOR REFERENCE: The applicant indicated above is a candidate for a resident advisor position with the Department of Housing. Resident Advisors are responsible for the safety and welfare of residence hall students. Their duties include peer counseling, building security, emergency management, peer discipline, and administrative tasks. They are also responsible for planning and implementing two programs or activities for the residents requiring budget management, promotion and publicity. Your honest assessment of the applicant based on your involvement with the individual will be greatly appreciated. Please return this form to the address listed on the reverse side by **Friday, February 20, 2009**.

On the space provided on the back of this form, please use the following areas as a guide in your evaluation of the applicant:

- | | | |
|----------------------|----------------------|-----------------------------|
| Initiative | Leadership | Flexibility |
| Reliability | Response to feedback | Ability to work with others |
| Communication skills | Assertiveness | |

REFERENCE from your Current RESIDENT ADVISOR (RA)*

*This reference form may be copied if you would like to ask one additional RA to submit a reference form. However, a reference form must be given to your Spring Sem. RA.

Applicant Instructions: Complete the top portion of this form including the review waiver section. As soon as possible, give this form to the **current RESIDENT ADVISOR for your floor or building.** (Applicants currently not living on campus may duplicate the faculty/staff reference form and submit two faculty/staff references.)

-

APPLICANT'S NAME: _____

APPLICANT'S R.A.: _____

-

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R. A. Instructions: The committee, as part of the selection process, will take your written assessment of the applicant into consideration. It is essential that you be honest and complete in your responses. Return this reference form to your supervisor by **Friday February 20, 2009.**

I know the applicant: (Circle one)

- | | | |
|--------------------------|---------------|------------------|
| As a casual acquaintance | Fairly well | As a good friend |
| By name only | Not very well | Not at all |

Please rate the candidate on the following skills using the following 1-4 scale
(1 = lowest and 4 = highest)

N/A	Not Observed	I have not been in a situation to observe this candidate demonstrating this skill.
-1-	Below Average	Compared with peers, this candidate demonstrates a skill level below that of the majority of his/her peers. Improvement of this skill is needed and desirable.
-2-	Average	Compared with peers, this candidate demonstrates a skill level comparable to the majority of his/her peers. Improvement of this skill is possible.
-3-	Above Average	Compared with peers, this candidate demonstrates a skill level that is above that of the majority of his/her peers. Improvement is possible, but not required.
-4-	Excellent	Compared with peers, this person demonstrates proficient skills in this area.

1. Communication

(is able to express thoughts and be easily understood by others, demonstrates listening skills, articulate, non-offensive, positive)

2. Approachability

(friendly, open, sincere, honest, non-judgmental):

3. Assertiveness

(confidently expresses self openly and honestly without demeaning others)

4. Receptiveness to other's ideas

(acceptance of others including people who may be different from them, willingness to learn about and accept differences)

5. Concern for others / Skill in working with others

(ability to empathize, gains and shows respect)

6. Leadership skills

(team player, leader as well as member of group, motivator, initiator, encourager, positive role model)

7. Maturity

(takes responsibility seriously, self-confident, composed, responds well under pressure, willing to take an unpopular stance)

9. Management of time

(ability to balance academic and social life, ability to concentrate and stay on task, manages stress)

10. Response to frustration

(ability to deal with pressure, conflict and stress)

11. Creativity

(ability to think originally, resourcefulness)

12. Acceptance of University and Housing policies

(abides by rules, contract)

Overall, what do you consider to be the applicant's greatest strengths?

What are your main concerns about the applicant? (i.e. limitations):

Everything considered, what is your recommendation of the applicant?

_____ Recommend without reservation

_____ Do not recommend

_____ Recommend

_____ Insufficient knowledge

_____ Recommend with reservations

Signature of RA _____ **Date** _____

RA: RETURN THIS FORM TO YOUR SUPERVISOR BY: FRIDAY, FEBRUARY 20, 2009.

