

# Governors State University

## Department of University Housing

### Resident Assistant Application For the 2017-18 academic year

Thank you for your interest in the Resident Assistant position. We are currently selecting students for the RA position and to serve as alternates in the event that selected RA candidates are not able to fulfill their roles and responsibilities. Please familiarize yourself with the application process before submitting your materials. If you have any questions, please contact us at [housing@govst.edu](mailto:housing@govst.edu) or 708.235.7110.

#### Minimum Qualifications

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In order to be eligible for the RA position or RA Alternate status, candidates must:

- Have completed at least two (2) semesters as an enrolled student at GSU or any other institution of higher education with at least part-time enrollment status (at time of employment in Fall 2017). Both undergraduate and graduate students are eligible to apply.
- Be enrolled for at least six credit hours/semester at time of employment
- Maintain at least a 2.3 cumulative grade point average and a 2.3 semester grade point average.
- Maintain good student conduct standing.
- Must have a passion for serving the GSU Community.
- Candidates must be available to reside on the GSU campus for the entire 2017-2018 Academic Year. Candidates who will not be present on the GSU campus for both the Fall 2017 and Spring 2018 semesters (due to December 2017 course completion, study abroad, internship or any other reason) are not eligible to apply for an RA position.
- Pass a criminal background and judicial history check.

#### Compensation

- Free room in a four-bedroom single occupancy apartment
- \$500/semester on myONECARD to be used for purchases wherever the myONECARD is accepted
- \$500/semester Meal Plan on the myONECARD to be used at the cafeteria or C-store
- Additional stipend for work done during breaks

#### Information Sessions

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RA applicants, who HAVE NOT already attended an information session, must attend one of the sessions listed below. If you are unable to attend the session, you must contact [housing@govst.edu](mailto:housing@govst.edu) in advance of the information session to inquire about alternate arrangements. *Please note that alternate arrangements are not guaranteed.*

Information Session Attendance	<input type="checkbox"/> <b>Tuesday, February 7, 2017; 3:15pm-4:15pm, OR</b> <input type="checkbox"/> <b>Wednesday, February 8, 2017; 7pm-8pm, OR</b> <input type="checkbox"/> <b>Thursday, February 9, 2017; 5:30pm-6:30pm</b> , in the Prairie Place Classroom. Please enter through the front entrance. To access the building, contact the desk worker's phone number posted on bulletin board of the building's vestibule.
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#### Application Submission Instructions

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A completed application packet includes this application and required essays, three references, cover letter and résumé. Two of the three references must be from someone at GSU or your prior institution (if you are a new transfer student). The cover letter and resume must be professional and in correct format. The cover letter will explain your interest in becoming a Resident Assistant and briefly relate your own skills and experiences to the "Roles and Responsibilities" of an RA. For assistance with a cover letter or resume, please contact the GSU Career Services at 708.235.3974 or [career@govst.edu](mailto:career@govst.edu).

**RA Individual Interview**

Candidates who have met all the listed criteria will be contacted in for a 30 minute individual interview. Individual interviews will be held the week of **February 27- March 6, 2017**. Please block out the times that you will **NOT** be available for a 30 minutes individual an interview.

	Monday, 2/27/17	Tuesday, 2/28/17	Wednesday, 3/1/17	Thursday, 3/2/17	Friday, 3/3/17	Monday, 3/6/17
10:00am-10:30am						
10:30am-11:00pm						
11:00pm-11:30pm						
11:30pm-12:00pm						
12:00pm-12:30pm						
12:30pm-1:00pm						
1:00pm-1:30pm						
1:30pm-2:00pm						
2:00pm-2:30pm						
2:30pm-3:00pm						
3:00pm-3:30pm						
3:30pm-4:00pm						
4:00pm-4:30pm						
4:30pm-5:00pm						
5:00pm-5:30pm						
5:30pm-6:00pm						

**Group Process Interview**

All applicants must attend the group process interview, scheduled on **Sunday, March 5, 2017; 2pm-5pm**. The group process interview will provide the staff an opportunity to evaluate your skills in a group setting.

**SECTION I: APPLICANT INFORMATION** (please write legibly)

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Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Last First MI

Gender \_\_\_\_\_ GSU ID \_\_\_\_\_ GSU Email Address \_\_\_\_\_

Permanent Address \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
\_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Present Classification: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_

How many semesters have you completed at GSU? \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

**\*You must hold a cumulative GPA of 2.30 or higher at the time of the application and employment**

**AVAILABILITY**

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Are you available to work during the break periods? Please check all that apply:

\_\_\_ Winter Break (Dec 12, 2017-Jan 16, 2018) \_\_\_ Spring Break (March 12 - March 18, 2018)

\_\_\_ Summer Break (May 7 - May 14, 2018)

**ACTIVITY INFORMATION**

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Please indicate any organizations or activities that you plan to be involved in during the 2017-18 academic year. **Please note the time commitment required if you plan on continuing this activity while being an RA.**

Organization/Activity	Leadership Position	Hours/Week
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Candidate Communication and Questions**

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The Selection Committee will communicate with applicants via their GSU email address.

## ESSAY

Please respond to the following questions on a separate piece of paper. Limit your responses to a total of two (2) pages.

1. Why do you want to serve as a Resident Assistant and how will you use your skills and talents to have a positive impact on the lives of resident students?
2. Recognizing that our residential community will be rich in diversity (cultural, religious, racial, sexual orientation and gender diversity- to name a few), how would you foster a community that recognizes and appreciates these differences?

## REFERENCES

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Please provide the attached reference form to three people who will serve as your references. An ideal reference is someone who can highlight your abilities as they relate to the Resident Assistant position. It is recommended that at least two of the three references come from the GSU community or your previous institution (if you are a new transfer student). Family members and relatives MAY NOT complete the reference form for you. **Please note that you will collect the reference forms in sealed envelopes and return them with your completed application. References should not return the forms directly to the Department of University Housing.**

*Thank you again for your interest in the Resident Assistant position in the Department of University Housing. Please return completed application packet by 5:00pm on Friday, February 24, 2017 to University Housing in C1330.*

**For more information: <http://www.govst.edu/housing> or 708.235.7110**

# Governors State University

## Department of University Housing

### Resident Assistant Application

For the 2017-18 academic year

#### RESIDENT ASSISTANT APPLICANT REFERENCE FORM

##### FOR THE CANDIDATE

Student Name \_\_\_\_\_  
Last First MI

I hereby  WAIVE  DO NOT WAIVE my right to inspect and review the reference form.  
I understand that this form will only be used in the Resident Assistant Selection Process.

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

##### NOTE TO REFERENCE

The above referenced student is applying to become a Resident Assistant in the Governors State University Department of University Housing. A Resident Assistant is a trained paraprofessional that serves as a peer mentor and leader in the residence hall. RAs enhance the quality of life in the residence halls by fostering community, providing support and being attentive to the health, safety and security of residents. This reference form is designed to help us determine whether the applicant has the qualities and experiences that will enable him or her to be a successful Resident Assistant. Applicants are selected on the basis of their concern for and ability to relate to others, sense of responsibility, leadership experience, passion for serving the GSU community and overall maturity. Specific qualifications include strong interpersonal skills, leadership experience and potential, and ability to be an academic and personal role model (2.3 GPA at time of application and employment and no current disciplinary action). **Please return your completed reference form to the applicant in an envelope sealed with your signature.**

#### Reference's Ratings of the Candidate

Please rate this candidate on the indicators listed below based on your interaction with him/her.

Personal Traits	Excellent	Good	Fair	Poor	N/A
Poise, openness, pleasantness					
Sound decision making, open-mindedness					
Integrity					
Acceptance of cultural and lifestyle differences					

Comments:

<b>Social Skills</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Cooperativeness (positive attitude, supportive, teamwork)					
Communication (written and oral self-expression, listening)					
Responsibility (dependable, accurate, conscientious)					
Assertiveness (ability to deal with conflict, tact)					

Comments:

<b>Administrative Ability</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>N/A</b>
Timeliness					
Planning and organization					
Follow-through					
Attention to detail					

Comments:

Which specific responsibility area (relationships with students, student conduct, event planning, administration, communication) do you think the candidate would excel at the most?

Which do you think would be a challenge for the candidate?

Is there anything in additional you would like to share? Feel free to attach a separate piece of paper.

**REFERENCE INFORMATION** (please print)

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship to the applicant \_\_\_\_\_

How long have you known the applicant \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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