



**RESIDENT ADVISOR
APPLICATION, 2012-2013**

Eligibility Criteria: Leadership potential: high level of maturity exhibited in sound judgment, emotional stability, flexibility and willingness to accept responsibility. Strong interpersonal skills. Awareness of and sensitivity to various human relation issues. Demonstrate willingness to work within framework/policies of Lycoming College. Cumulative GPA of 2.25 or higher from the time of application through the employment period. Twenty-four (24) credit hours completed by time employment begins. Good academic and disciplinary standings. Must be able to commit to an entire academic year of employment. Preference will be given to applicants enrolled full time and who have lived at least one semester in the residence halls.

I. Personal Data (please type or print clearly)

Name: _____
First MI Last

Student ID #: _____ Gender: M F

Campus Box #: _____ Campus Residence (if applicable): _____

Lycoming e-mail address: _____@lycoming.edu

Home Address: _____

Cell Phone#: (____) _____ Alternate contact #: (____) _____

II. Academic Information

Credits Complete (at end of last semester): _____

Current course load: _____ credits

Anticipated course load for next semester: _____ credits

Cumulative GPA: _____

Anticipated date of graduation: _____

III. Campus Residence Information

List Campus Residence(s) you have lived in while attending Lycoming College

<u>Hall</u>	<u>Floor</u>	<u>Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ **Not applicable; I am a commuter student.**

Applications and Supporting Materials are due January 16, 2012 at Noon
Residential Life Office – 1st fl Rich Hall/Campus Box 146

IV. Narrative Section

Please submit these answers on a separate sheet of paper.

- A. What is your motivation for applying for the Resident Advisor position?
- B. What do you believe will be the greatest challenge as a Resident Advisor?
- C. How can you feel you can make a resident's experience at Lycoming College a positive one?
- D. If you could change one quality or aspect about yourself, what would it be and how would you go about changing it?
- E. What is your perception of the role of the RA and what will you bring to the residence halls and students who reside in them?
- F. How do you relate to individuals different from yourself? Explain.
- G. Please list any commitments you believe you will be involved in during the 2011-2012 academic year. (ie. student organizations/clubs, student teaching, internship/practicum, sports, on/off campus employment and the approximate number of hours/week each requires.)

V. Personal Expression

For your interview, prepare and bring a form of personal expression that demonstrates a little about who you are and what you are passionate about. This expression can take any form you desire. For example, you could write a poem, make a collage, make a cd, bring in a photo album, make a poster, etc. It does not have to look like it was created by an artist. This activity gives you the opportunity to express yourself through something that represents you. It should be creative and fun, showing us who you are and what you are all about.

VI. References

Please list **three** individuals who will submit a recommendation for you, under the following guidelines:

A. Academic: This individual should be a faculty member, administrator, or advisor from the academic department of your major who can sufficiently verify that you are a student in good standing.

(Name)

(Position)

B. Professional: This individual should be a faculty, administrator, or past employer or another person who has supervised your academic, paid or volunteer work.

(Name)

(Position)

C. Peer: This individual should be a peer or residential staff member who can discuss your potential based on non-social contact (class projects, organizations, etc.)

(Name)

(Position)

VI. Grade/Discipline Check

By signing, I give permission to Residential Life to verify my academic and discipline standing, including my grade point average.

Signature

**Applications and Supporting Materials are due January 16, 2012 at Noon
Residential Life Office – 1st fl Rich Hall/Campus Box 146**

VII. How did you hear about the Resident Advisor position?

- Sign/Poster
 Resident Advisor
 Student Life Coordinator
 E-mail
 Professor/Advisor
 Information Session
 Web page
 Other: _____

**APPLICATIONS AND ALL SUPPORTING MATERIALS ARE DUE
IN THE OFFICE OF RESIDENTIAL LIFE BY:
JANUARY 16, 2012 AT NOON**

COMPLETED APPLICATION* NEEDS TO INCLUDE:

- 1) Completed Application Form (*including responses to narrative - section IV*)
 2) Three References (*may be turned in separately but you should make sure referees know the deadline for submission.*)
 3) Current Résumé

*Applicants submitting applications that are seriously incomplete on the January 16th deadline (ie. missing the actual application, a résumé, the narrative or one or more references) *may not* be considered for the interview process.

APPLICANTS WHOSE APPLICATIONS ARE COMPLETE WILL BE CONTACTED FOR INTERVIEWS AFTER JANUARY 16, 2012.

INTERVIEWS WILL TAKE PLACE DURING THE WEEK OF JANUARY 30 TO FEBRUARY 3, 2012.

PLEASE BE PREPARED TO BRING YOUR FORM OF “PERSONAL EXPRESSION” (SEE SECTION V.) TO YOUR INTERVIEW.

Applications and Supporting Materials are due January 16, 2012 at Noon
Residential Life Office – 1st fl Rich Hall/Campus Box 146



RESIDENT ADVISOR REFERENCE

Student's Name _____
(please print) First MI Last

Your Name: _____ Phone Number: (____) _____

Title: _____ Length of Affiliation with Applicant: _____

The candidate's signature below constitutes a waiver signifying that the recommendation will remain CONFIDENTIAL; no signature means the candidate will have the right to read this recommendation.

Signature _____ Date _____

The above named student is applying for a Resident Advisor position. Individuals selected as Resident Advisors must possess good interpersonal skills, leadership potential, and a high degree of maturity. An effective Resident Advisor needs to be able to confront peers, show sensitivity towards others, and respect the differences in individual values and lifestyles. It is also important that the Resident Advisor has the ability to initiate, plan and organize activities.

Please rate the candidate according to the following scale:

1=Poor 2=Below Average 3=Average 4=Above Average 5=Excellent N/A=Unable to evaluate

(Please feel free to elaborate on any of your responses in the Additional Comments section at the end of this reference form.)

1.	Level of Maturity	1	2	3	4	5	N/A
2.	Integrity	1	2	3	4	5	N/A
3.	Ability to maintain confidentiality	1	2	3	4	5	N/A
4.	Leadership ability	1	2	3	4	5	N/A
5.	Assertiveness	1	2	3	4	5	N/A
6.	Appreciation for diversity	1	2	3	4	5	N/A
7.	Works well with peers/faculty	1	2	3	4	5	N/A
8.	Motivation/initiative	1	2	3	4	5	N/A
9.	Organizational Skills	1	2	3	4	5	N/A
10.	Dependability	1	2	3	4	5	N/A
11.	Time Management Skills	1	2	3	4	5	N/A
12.	Flexibility	1	2	3	4	5	N/A
13.	Ability to handle stress	1	2	3	4	5	N/A
14.	Communication	1	2	3	4	5	N/A
15.	Ability to confront others	1	2	3	4	5	N/A

**Applications and Supporting Materials are due January 16, 2012 at Noon
Residential Life Office – 1st fl Rich Hall/Campus Box 146**

16.	Knowledge of campus resources	1	2	3	4	5	N/A
17.	Judgment/Decision Making	1	2	3	4	5	N/A
18.	Awareness of Student Issues	1	2	3	4	5	N/A
19.	Resourcefulness	1	2	3	4	5	N/A

Please respond to the following questions. *(Please feel free to elaborate on any of your responses in the Additional Comments section at the end of this reference form.)*

How well do you know the applicant/in what capacity?

What strengths does the applicant have?

What limitations does the applicant have?

By reading the statement at the beginning of this reference form of what a Resident Advisor candidate should possess, would you recommend this applicant for a Resident Advisor position? *(Please feel free to elaborate on any of your responses in the Additional Comments section at the end of this reference form.)*

_____ Highly Recommend

_____ Recommend with reservations

_____ Recommend

_____ Do not recommend

ADDITIONAL COMMENTS:

Signature

Date

Thank you for your assistance in the Resident Advisor selection process!