



Resident Assistant (RA) Application

The ability to follow directions is very important. Failure to read carefully, follow directions and provide complete information will adversely affect your candidacy. Prior to completing the application,

please review the Resident Assistant position description and Resident Assistant requirements found on the Housing and Residence Life webpage.

All applicants MUST pay the \$250 deposit AND submit a 2009-2010 Housing and Dining Agreement in order to secure your room placement.

Please submit your application responses and check the boxes that apply.

Resident Assistant Application Process:

1. Complete the RA Application form and submit to the Office of Housing and Residence Life by **5:00p.m. on Friday, October 16, 2009.**
2. RA Interviews will be scheduled on October 19 & October 20. (Notification of interview times will be sent via your ODU email.)

1. Name (last, first, middle): _____ UIN Number: _____

2. Gender: _____ ODU E-mail Address: _____

3. Current Phone: _____ Cell Phone: _____

4. Current Address (Residence Hall if applicable, Street and No., City, State, and Zip Code):

5. Permanent Address:

6. Current Class: Freshman Sophomore Junior

Senior Graduate

7. College (i.e. Education): _____ Are you part of the Honors College: _____

8. Major: _____ Minor/Concentration: _____

Candidates are selected to be RAs and placed where Residence Hall Directors and Graduate Assistants feel the candidates can best benefit the Residence Life program

and develop as staff members. Asking for preferences does not guarantee or imply that candidates will be assigned to a specific area.

10. Which residential population would you most like to serve as an RA?

Freshman

Upper-class

11. Do you have any physical conditions that require special accommodations? If so, please list:

REFERENCES

You may use a past or current supervisor, professor, or Resident Assistant as a reference. The reference form is on page 4 of the application. It is the candidate's responsibility to select a reference wisely and ensure the reference form is returned and submitted on time. The completed reference forms attached to this application, should be submitted with the other application materials listed on this application form. Each candidate needs two references. No more than two references will be reviewed.

- Reference 1 Name: _____
- Telephone: _____
- E-mail address: _____
- Reference 2 Name: _____
- Address: _____
- Telephone: _____
- E-mail address: _____

CERTIFICATION

I hereby certify that the information I am submitting on this *RA Application Form* and supporting materials is true and complete. I understand that false or incomplete information will nullify my application and be grounds for termination of employment if I am selected to become a Resident Assistant. I understand that all information in this application is subject to verification. I authorize all previous employers to cooperate with the University and to release, on a confidential basis, any information concerning my employment, and further authorize the Office of Housing and Residence Life access to my academic and judicial records. I have read and am familiar with the position description and the terms of employment.

Applicant Signature (Please print and sign)

Date

SHORT ESSAY

Please write thoughtful and thorough responses in essay form for each topic listed in the Essay portion of the application. On a separate sheet of paper (typed, double-spaced) please answer the following questions using **no more than four pages** total.

1. Community can be defined as a group sharing common characteristics or interests and perceived or perceiving itself as distinct in some respect from the larger society within which it exists.
 - A. How would you develop a community in a predominantly freshman residence hall during the first 6 weeks of the semester?
 - B. How would you develop a community in a predominantly upper-class residence hall/apartment style community during the first 6 weeks of the semester?
2. Recognizing that there is a value in diversity, how would you create an appreciation for diversity within your community? What ODU resources could you utilize in accomplishing this?
3. Identify three (3) critical issues faced by college students living in the halls? If selected to be a Resident Assistant, how would you address these issues?

Applicant Checklist

- Reviewed the position description, qualifications, and requirements.
- Submitted 2009-2010 online Housing and Dining application and \$250 deposit
- Created resume and cover Letter
- Responded to essay question responses
- Requested previous references to complete a reference form
- Submitted complete packet to the Office of Housing and Residence Life which includes:
 - Application
 - Cover Letter
 - Resume
 - Essay responses
 - Two References

**Please note, candidates who successfully complete the Resident Assistant selection process will be expected to enroll and successfully complete a Resident Assistant preparation class. The class will cover a 3-4 week period. Classes will be held once a week for 1-1.5 hours per week. Failure to attend and complete the class will result in removal from the eligible Resident Assistant pool. Details regarding the classes will be provided at the conclusion of the selection process.*



RECOMMENDATION FORM FOR RESIDENT ASSISTANT POSITION

To be completed by Resident Assistant Candidate:

The Family Educational Rights and Privacy Act of 1974 give students the right to inspect official university records directly relating to them. If there is no signature, this recommendation is open and accessible to the person being evaluated. A signature indicates the applicant has waived his/her right to read this form and it is confidential.

Name: _____

I request that _____ complete this form as a reference in support of my application as a Resident Assistant. Under the provisions of the Family and Educational Rights Privacy Act:

- I have retained my right to access to this reference.
- I have waived my right to access to this reference.

To be completed by Candidate's Reference:

Brief Description:
The Resident Assistant (RA) role and responsibilities include:

- Creating a welcoming and inclusive community on the floor and in the building
- Developing and implementing social and educational programs for residents
- Enforcing university and housing policies
- Being an active, positive member of a team

Serving as a resource by helping people connect to the University and their peers

Your input is valuable in our selection process, thank you for your time and honest response.

1. Please indicate the length you have known the candidate, how well you know this person and in what capacity. How involved is this person in the community (i.e. floor, hall, work, classroom, high school, etc)?

Comments:

Recommendation (please check one and add comments).

_____ I **recommend** this person for a RA position because:

_____ I **do not recommend** this person for the RA position because:

Overall Evaluation (Choose one)

- Highly Recommend
- Recommend
- Recommend with reservations
- Do not recommend

Comments supporting overall evaluation: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

The applicant's file is not reviewed until the references are received; therefore, the timely return of this reference form to the address below would be greatly appreciated.

ALL forms are due to OHRL BY Friday, October 16, 2009 by 5 pm.
Once the application and references are received, the candidate will be contacted.

If you would like to call and confirm your reference form has been received, call (757) 683-4283.

Thank you again for your input on behalf of this applicant.

Please return this completed reference to the following address:

Old Dominion University
Office of Housing and Residence Life
Resident Assistant Selection Process
4603 Elkhorn Ave., Suite 1208
Norfolk, VA 23508

or

Fax to: (757) 683-4863



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Comments:

Using the following scale to evaluate this applicant (feel free to include additional comments on this form):

Communication: 1- Poor 2- Fair 3- Average 4- Above Average
 1 2 3 4

Comments:

Taking Initiative: 1 2 3 4

Comments:

Organizational Skills: 1 2 3 4

Comments:

Openness to Feedback: 1 2 3 4

Comments:

Ability to work with others: 1 2 3 4

Comments:

Ability to work with diverse groups: 1 2 3 4

Comments:

Dependability: 1 2 3 4

Comments:

Creativity: 1 3 4

Comments:

Recommendation (please check one and add comments).

_____ I **recommend** this person for a RA position because:

_____ I **do not recommend** this person for the RA position because:

Overall Evaluation (Choose one)

- Highly Recommend
- Recommend
- Recommend with reservations
- Do not recommend

Comments supporting overall evaluation: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

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