



Returning 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 type your application responses and check the boxes that apply.

Returning Resident Assistant Application Process:

1. Complete the Returning RA Application form and submit to the Office of Housing and Residence Life by **5p.m. on Thursday, February 12, 2009.**
2. Attend an individual interview during the week of **March 2 – 6, 2009.**
3. RA notifications of hiring eligibility will be made by **March 9, 2009.** (This is not notification of fall placement.)

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?

- Freshmen Upper-class Remain in my current hall

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

CONTINUATION REFERENCES

As part of the Returning Resident Assistant Selection process, a review of your current employee file will occur. You may be asked questions during your presentation regarding any letters of recognition and/or letters of employee discipline that are present in your file. Candidates who are currently on employee discipline probation at the time of review will not be eligible to return to the Resident Assistant position.

CERTIFICATION

I hereby certify that the information I am submitting on this *Returning 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 the Office of Housing and Residence Life to 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

Applicant Checklist

- Reviewed the position description, qualifications, and requirements
- Submitted 2009-2010 online Housing and Dining application and \$250 deposit
- Create and attach resume and cover letter
- Prepared 10-15 minute presentation
- Submitted complete packet to the Office of Housing and Residence Life which includes:
 - Application
 - Cover Letter
 - Resume

Returning RA Re-application Information

Section I: Resume

Please attach your professional resume highlighting your work history, club and activity involvement, leadership experiences, personal skills and attributes, and other experiences that may contribute to your continued success as a Resident Assistant.

Section II: Reflection and Goal Setting

Presentation

All Returning RA applicants must sign up for a 15 minute presentation/interview. Applicants must prepare a 10 minute presentation which will include the following questions below:

- Please describe one accomplishment and one challenge you have had as a Resident Assistant. Please talk about why you are proud of the accomplishment and how you plan to successfully overcome that challenge next year.
- At the end of the year, what would your fellow staff members say about you and the role you have played on staff?
- As a returning staff member, you will be faced with a variety of issues and training sessions that are similar to some previous sessions you have attended. How will you continue to be motivated, enthusiastic, and a team player for another year? What are some of the behaviors you will put in place to ensure this?
- Please include pictures from a past program, along with a program description, and advertisement. Please describe how you planned the program from start to finish as well as the end result of the program. Is there anything you would have done differently in retrospect? Feel free to include extra pictures and advertisements to showcase your work.
- In your opinion, what is the role of a returning RA?

Section III: Self Assessment

Using the accompanying “RA Self-Assessment Chart”, please evaluate your performance as an RA this past year using a letter grade (A, B, C, D, or F), including “+” or “-”s for each of the following functional areas. For each bullet point, please include rationale for why you deserve the grade that you gave yourself. Note: You will be evaluated more for your honest assessment, rather than the value of the grade you have given yourself. Please ask your supervisor for help or input if you feel it is necessary to do so.

RA Self-Assessment Chart

<p>Programming</p> <ul style="list-style-type: none"> - - - 	
<p>Building positive relationships with your staff</p> <ul style="list-style-type: none"> - - - 	
<p>Balancing RA life with other obligations</p> <ul style="list-style-type: none"> - - - 	
<p>Building community on your floor/building</p> <ul style="list-style-type: none"> - - - 	
<p>Serving as a role model to other RAs</p> <ul style="list-style-type: none"> - - - 	
<p>Understanding and responding to residents' needs</p> <ul style="list-style-type: none"> - - - 	
<p>Turning in paperwork and forms</p> <ul style="list-style-type: none"> - - - 	
<p>Sharing information with your supervisor</p> <ul style="list-style-type: none"> - - - 	
<p>Projecting a positive/constructive attitude</p> <ul style="list-style-type: none"> - - - 	