

## Resident Assistant Application 2024-2025

Applications **must be typed** and completed fully to be considered for the RA position. Applications are due in the Office of Student Living in Gerard Hall no later than Friday, February 23, 2024, by **4:00 p.m.**

### General Information

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

MU e-mail Address \_\_\_\_\_ Gender \_\_\_\_\_

Current Hall & Room or Local Address \_\_\_\_\_

Local Phone Number \_\_\_\_\_ Permanent Home Phone Number \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

### Academic Information

Last Semester's GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_ Total Credits Earned at Time of Application \_\_\_\_\_

Major \_\_\_\_\_ Anticipated number of credits you will be taking in Fall 2024 \_\_\_\_\_

Please list your expected time commitments for next year (i.e. job, sport, other organization, etc.)

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### Employment / Volunteer Experience

Please list your employment and volunteer history, beginning with the most recent.

Position: \_\_\_\_\_ Employer/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_

Position: \_\_\_\_\_ Employer/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_

Position: \_\_\_\_\_ Employer/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_

## Leadership Involvement

Please list and briefly describe your leadership experiences, beginning with the most recent. (High School and/or College experience)

Position: \_\_\_\_\_ Activity/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Description: \_\_\_\_\_

Position: \_\_\_\_\_ Activity/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Description: \_\_\_\_\_

Position: \_\_\_\_\_ Activity/Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

Description: \_\_\_\_\_

## Short-Essay Questions

Please answer the following questions on a separate sheet of paper. **Responses must be typed – no exceptions. This paper should be treated as an assignment submission for a class, with the expectation that it will be graded by the professor, ensuring strict adherence to proper grammar and academic standards.**

1. State and briefly explain your reasons for applying to be a Resident Assistant.
2. What skills do you possess and what experiences have you had that might enhance your candidacy? And what have you purposefully done this year to gain experience that will benefit you in the RA position?
3. How does the Resident Assistant position fit into your personal goals, and how would you benefit from being a Resident Assistant?
4. How would you develop and maintain a respectful environment on your floor that is supportive of diverse membership, lifestyles, and viewpoints?
5. Could you suggest a programming activity that you would plan and execute as a Resident Assistant, taking into account the constraints of a tight budget?

**Include your class and work schedule (on attached schedule) for March 11 - 15, 2024, so we may schedule an interview time.**

## Recommendation Form

Please list the two individuals (*not family*) who are submitting a recommendation on your behalf. At least one recommender MUST be a MU Staff or Faculty member. Recommendations **All recommendations must be submitted directly to Student Living from the person who is recommending you (see enclosed form).**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby certify that the statements made on this application and all supporting documents are true and accurate. I understand that by falsifying this document or its supporting documents, I disqualify myself from further consideration for any Student Living positions. If the information I provide is found to be false after my employment, I will be dismissed from my employment.

By signing, I authorize the Office of Student Living to verify application information with the Registrar and other appropriate MU offices. In addition, the Office of Student Living reserves the right to solicit information from university staff and will directly seek information about candidates from department staff and current resident assistants.

My signature below also indicates that I have read and understand the time commitments and job responsibilities of the position as outlined in the job description and/or information session.

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

## Resident Assistant Position Disclosures

Read and initial:

\_\_\_\_\_ I understand that in order to start the position, I must be in "Good Academic Standing" and have a GPA of 3.0 or higher at application, as well as maintain a cumulative and term GPA of 3.0 or higher while employed and be in "Good Conduct Standing" with Marymount University.

\_\_\_\_\_ I understand that if I am appointed to a position, in order to maintain appropriate support and community development, RAs are only approved to have up to 10 hours per week of outside time commitments, including work, and involvement in clubs. Work is identified as paid employment on or off campus.

\_\_\_\_\_ I understand that if I am appointed a position, I will be expected to fully support the Marymount University non-discrimination statement (found in this information packet) and Student Living's commitment to diversity and social justice, regardless of my personal beliefs. This includes, though not exclusively, actively supporting all people by creating a welcoming community, promoting diversity and social justice programming, confronting hurtful and hateful comments, and educating others about respect and social justice.

\_\_\_\_\_ I understand that the position is a full academic year commitment. If I am offered and accept this position, I acknowledge that I have no current plans that could interrupt my appointment, which is defined as July 31st, 2024 - May 14th, 2025 (this includes but is not limited to study abroad, mid-year graduation, transferring, etc.).

\_\_\_\_\_ I understand that my position description includes "other responsibilities as assigned." This statement is used to reflect the needs assessment nature of the position. Your supervisor may assign other related duties based on special circumstances, emergencies, crises, staffing shortages, etc.

\_\_\_\_\_ I understand that the position requires non-traditional hours, including weekend and evening commitments, including but not limited to move-in and move-out weekends, Homecoming, and other campus-wide events.

\_\_\_\_\_ I understand that the position requires me to attend all staff meetings. I will not schedule any classes, work, meetings or other commitments during this time.

\_\_\_\_\_ I understand that the position requires me to be a role model regarding alcohol and other drugs. This means that I cannot use alcohol, be in the presence of alcohol, or have alcohol in my room/suite if I am under the age of 21. I understand that I cannot use illegal drugs or misuse legal drugs under any circumstances. I am not allowed to consume alcohol with underage residents or provide alcohol or other drugs to any residents, and if I am of legal age to consume alcohol, I will do so responsibly, and in accordance with MU's Student Code of Conduct and keeping in mind my responsibility to serve as a role model; this includes returning to campus intoxicated after drinking off-campus.

\_\_\_\_\_ The information I have provided in my application is correct. I understand that in order to be considered for a position with Student Living, I am required to participate in all staff selection process activities such as interviews & mentoring experiences.

\_\_\_\_\_ I understand that as a member of the Student Living staff, I am expected to serve as a role model and be accountable to the Student Code of Conduct, Student Living Policies, and all other applicable local, state, & federal laws.

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

Printed Name: \_\_\_\_\_