Resident Assistant Application  
2011-2012

Resident Assistant (RA) positions are available in a variety of locations on campus and serve various student populations. These positions require students to serve as advisors, counselors, mediators, and resources to their peers. Currently RA positions are available in the following locations:

♦ **Residence Halls:** Cook Hall (6), Durfee Hall (4), Dykstra (12), Gilmore (5), Kollen (11), Lichty (2), Phelps (6), Scott (5), VanVleck (2), Voorhees (5), Wyckoff (5) and College East Apartments (3). Some of these positions may be filled by returning staff members.

♦ **Cottages/Apartments** - some cottage or apartment RA positions may be available for new applicants, however, preference for these positions is given to returning RA staff.

1. **The application deadline is Friday, January 21, 2011 at 5pm.** Your completed application and 2 letters of recommendation should be delivered to Student Development in the DeWitt Center. Late applications will only be processed after all applications turned in on time are evaluated.

2. **The Interview:** You must sign up for an interview time when you turn in your application. There will be four different times you may interview for an RA position. The earlier you complete your application the more likely you will have an interview time of your choice. Interviews fill up quickly! Your interview will contain three portions that will take the entire allotted time.

You will have your choice of the following interview times:

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<th>Friday, January 28</th>
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3. **Academics and Behavioral Good Standing:** Hope College is committed to seeking applicants with strong academics. Candidates must have a minimum 2.50 cumulative grade point average to be considered for an RA position. Additionally, students who are on behavioral probation will be considered only after a discussion about the nature of the judicial violation. In some cases students with certain judicial violations will not be considered for an RA position. Anyone with special circumstances regarding GPA or judicial status should contact the Director of Residential Life and Housing, John Jobson.

4. **Housing Assignment:** Your housing assignment is dependent on department need and your own qualifications. The staff will be chosen based on the needs of the Department. Our goal is to match individual strengths with housing needs and we strive toward a diversity of staff in each area. Gender assignment of halls may be changed after the hiring process. In the event of gender inequity (i.e., a female happens to be in an all-male location) you may be reassigned to another location after the room draw process.

5. **Compensation:** The Board of Trustees sets RA compensation rates in January. We anticipate rates to be a small increase over our current year. RA Staff for 2010-2011 make between $1409 and $3487 for the year. You will get a check every other week for the academic year. Like all student jobs, the Office of Financial Aid is informed of what you make, so it could affect your aid package. Please call or visit the Office of Financial Aid at finaid@hope.edu or x7765 for more details.

6. **Offers will be extended by Monday, February 7, 2011.** You will be expected to either accept or decline the position by **Friday, February 11, 2011 at 5pm.**

7. Any additional accommodation issues or general questions should be discussed with Kerri Allen, Selection Coordinator. Please call x6999 or email at allen@hope.edu if you have any questions. We look forward to reviewing your application.
Resident Assistant Application
2011-2012

Please return to Student Development Office by 5:00 PM on Friday, January 21, 2011. Please type or print legibly.

Name ____________________________________________ Year __________________________

Student ID ________________________________________ GPA _________________________

Current Campus Address ____________________________ Phone ______________________

Home Address _____________________________ Home Phone ______________________

E-mail Address ________________________________________________________________

Academic Interest/Major _____________________________________________________________________

Extracurricular activities you have been involved in during college (include: internships, organizations, ensembles, Greek, student teaching/observing, athletics, etc):

_____________________________________________________________________________

_____________________________________________________________________________

Extracurricular activities you anticipate being involved in during the 2011-12 school year:

_____________________________________________________________________________

_____________________________________________________________________________

Current or previous employment experiences:

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<th>Employer Phone</th>
<th>Position Held / Title</th>
<th>May we contact this employer?</th>
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Anticipated employment during the 2011-12 school year:

_____________________________________________________________________________

Please indicate places you have lived on campus:

_____________________________________________________________________________
Residential Area Interests

Please understand that your preferences will be taken into consideration, however placement will depend upon department need. Please identify two communities you are committed to working within. You must identify two and there is no specific order.

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Essay

Please respond to each of the following questions. Limit each response to 150-250 words.

1. Why do you think you would be an exceptional Resident Assistant? Focus on specific qualities you would bring to the position and how you have demonstrated those qualities in the past (i.e. through involvement in other activities, organizations, etc.)

2. Describe a challenging situation that you have faced. Please include why it was a challenge, how you resolved it, and what you would have done differently if given the chance.

Letters of Recommendation

Please submit two letters of recommendation using the attached forms. At least one recommendation should be from a Hope community member such as a faculty member, staff, coach, or advisor. If desired, you may submit more than two letters of recommendation. Recommendations should NOT be from other students or family members. (Your RD will be at the decision making table, so you are best served by having someone other than your RD complete the form).

I have asked the following individuals to write a recommendation for me:

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I certify that I have read and understand the job description of the position for which I am applying. I also certify that the information given in this application is correct and honest and that I will inform Student Development if there are any changes. In addition, I understand that my signature on this application grants Student Development permission to verify my GPA and judicial record.

Signature ___________________________ Date ___________________________

Interviews

Go to the following web address to sign up for your interview time:

Http://www.hope.edu/ra
Resident Assistant Application
Candidate Recommendation Form

To the candidate: Please read and complete the following information.

Candidate's Name: ___________________________________

The Family Education Rights and Privacy Act of 1974 provides me with the right to access this recommendation. My signature below constitutes a waiver to this right; no signature means I have the right to read this reference.

Candidate's Signature____________________________________Date___________________________

To the Recommender:
Please read the RA job description (www.hope.edu/student/residential and click on “want to be an RA?”) and respond with your opinion of how successful this candidate would be in the position of Resident Assistant. We recognize that most students are very capable in many areas, but that it takes a unique set of strengths and character traits to be an exceptional RA. We appreciate your honest assessment of this candidate in helping us to determine if he or she will be a good fit for our staff.

1. How long and in what capacity have you known the candidate?

2. What is your assessment of the candidate’s interpersonal and communication skills?

3. How have you seen the candidate take initiative and be creative in meeting his/her goals?

4. RA’s are often required to address difficult or stressful situations with maturity and leadership. Give an example of when you have observed the candidate responding well to such a situation.
5. To what extent do you believe the candidate would be effective in working with staff and students of diverse backgrounds?

6. What experiences or traits does this candidate possess that will help him/her in planning and implementing fun and meaningful activities for other students?

7. Describe ways in which you have observed this candidate using time management skills to fulfill multiple commitments.

8. Based on your knowledge of the candidate as well as the Resident Assistant position for which he/she is applying, please indicate your overall recommendation of how this person will function in this position.

   _____ Highly recommend   _____ Recommend with reservations
   _____ Recommend       _____ Cannot recommend at this time

Signature of Recommender: ____________________________________________________________

Name __________________________________________________________________

Position/Title ____________________________________________________________

School/Company _________________________________________________________

Telephone Number ___________________________ Date _________________________

If needed, may we contact you regarding this reference?  Yes / No (Please circle)

Please address any questions to:
   Kerri Allen
   Selection Coordinator
   (616)395-6999
   allen@hope.edu

Note: Candidates will be interviewing for the RA position on January 28 or 29. Offers will be extended to successful candidates on February 7.

Please return your recommendation by 5:00 p.m. Friday, January 21, 2011 to:

   Kerri Allen
   Student Development Office
   141 E. 12th Street
   Holland, MI  49423
   FAX: 616-395-7183
Resident Assistant Application
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