

# **Instruction to the applicant**

## **I. APPLICATION PACKET**

Please check your packet to see that it includes:

1. Letter to applicant from RA Selection Committee
2. Letter to applicant from Mr. Gary Bice and Ms. Amy Murrock
3. Application form
4. Three recommendation forms
5. Envelopes addressed to the Residence Life Office (4)

## **II. APPLICATION PROCEDURE**

Each applicant should submit the following material to the Office of Residence Life no later than **Friday, October 16.**

1. Application form
2. ALL recommendations due in the Office of Residence Life by **Friday, October 30.**  
Two recommendations from faculty/staff or campus employer  
One recommendation from off campus  
**RECOMMENDATION FORM SHOULD NOT BE FROM A RESIDENCE HALL STAFF MEMBER.**

## **III. INTERVIEWS AND EVALUATIONS**

1. Three written recommendations
2. Written evaluation by current RA
3. Written evaluation by current RD. Off campus will be assigned an RD

## **IV. IF YOU HAVE ANY QUESTIONS, PLEASE SEE YOUR RESIDENCE HALL DIRECTOR OR CONTACT THE OFFICE OF RESIDENCE LIFE, 673-3341.**

As a resident assistant, you have a unique opportunity to serve your fellow students and your college. You share the same experiences, problems, pressures and have similar goals living in the same environment. Since students spend as much as 65-70 % of their time in their residence hall, there can be no question of the importance of this day to day environment. While many factors determine the degree to which a residence hall provides an atmosphere enjoyable to residents and conducive to learning, none is more significant than the influence of the staff which serves that hall. The resident assistant is considered a member of the Residence Life Staff and is directly responsible to the Residence Hall Director of the building in which he/she serves.

### **MAJOR RESPONSIBILITIES ARE:**

- to work closely with the director in the performance of all duties
- to assist in the orientation of new students
- to assist the individual personally and academically through counseling or referral
- to serve in an advisory capacity to student groups within the halls
- to assist in creating an atmosphere in the residence hall that is conducive to self-direction and self-discipline
- to effect student learning and student behavior through the enforcement of college regulations and those established by the individual hall council
- to perform administrative duties related to the operation of the residence halls
- to interpret concerns of the students to the Student Affairs staff and those of the staff to the students
- to provide students with information about student services
- to interpret college policies and campus social regulations
- to assist in the development of a sense of community within the hall among students, faculty and staff, through direct participation in programming
- to operate on a rotation basis with other resident assistants for daily and weekend duty
- to participate in weekly staff meetings with the residence hall director
- to give the position priority over other areas of activity with the single exception of your academic work
- to return to the college early in the fall/spring semesters to assist in orientation and staff training
- to remain in the residence halls most evenings
- to forego other employment when college is in session
- to be at the college whenever the college is in session and remain on the job through the last day of finals

### **QUALIFICATIONS**

1. You must have at least a 2.25 cumulative grade point average at the time of application
2. You must have resided in the College at Fredonia's residence halls at least one full semester prior to the date applications are due.

October, 2009

Dear Applicant:

We are happy to see your interest in the Resident Assistant position at the State University of New York College at Fredonia.

We take pride in our staff and the operation of our residence halls, as they provide on-campus students with the academic and social atmosphere conducive to a positive college experience. In our search for new resident assistants, we are looking for people who are dedicated, sincere, and willing to give of themselves to a position that is time consuming and rewarding. In order to maintain the atmosphere we have created, we need people who possess leadership qualities and who are looked upon as role models by other students.

At this point in time we are unsure of the exact number of positions available for the coming semester. Should you apply and not be selected, please do not be discouraged. We often find that we are unable to offer positions to all the qualified candidates.

We urge you to discuss the resident assistant position with your residence hall director to secure insight into the position. Thank you for your interest in the Residence Life Program at the College at Fredonia.

Sincerely,

Gary Bice Jr.  
Director of Residence Life

Amy Murrock  
Associate Director of Residence Life

**APPLICATION FOR RESIDENT ASSISTANT POSITION**

**I. PERSONAL DATA**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

FSU Identification Number \_\_\_\_\_

Home phone \_\_\_\_\_

Home Address \_\_\_\_\_  
street city state zip

Local Address \_\_\_\_\_ Local phone \_\_\_\_\_

e-mail address \_\_\_\_\_

Have you ever applied before? \_\_\_\_\_ If yes, when \_\_\_\_\_

How long have you lived in the residence halls at Fredonia prior to this semester? \_\_\_\_

**II. EDUCATION AND ORGANIZATIONS**

Major field of study \_\_\_\_\_ minor field \_\_\_\_\_

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_

Overall grade point average \_\_\_\_\_ Grade point avg. last semester \_\_\_\_\_

What residence hall activities have you participated in? \_\_\_\_\_

\_\_\_\_\_

Honorary organizations \_\_\_\_\_

What are your current extra-curricular activities?

\_\_\_\_\_  
\_\_\_\_\_

What are your interests? \_\_\_\_\_

Have you ever been employed on campus? \_\_\_\_\_ If yes, in what capacity \_\_\_\_\_

Please list any present or previous related work experience (include volunteer work) \_\_\_\_\_

\_\_\_\_\_

### III. APPLICANT'S STATEMENT

Please answer the following questions. Be brief, but thorough.

1. The position of RA is perhaps the most demanding a student may hold while at SUC Fredonia. Please explain why you wish to hold this position and what you feel your qualifications are. \_\_\_\_\_

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2. What special problems do you see as being related to assuming the role of an RA in the fall or spring semester (whichever applies to you). How do you foresee handling these problems? \_\_\_\_\_

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3. Have you spoken to a current RA regarding the RA position? \_\_\_\_\_ If so, with whom? \_\_\_\_\_ How has this discussion influenced your perception of the RA position.? \_\_\_\_\_

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State University of New York  
College at Fredonia

**Confidential Evaluation of Applicant  
for Residence Assistant Position**

Fredonia  
New York 14063

Office of Residence Life

221 Gregory Hall  
716-673-3341

Please return to: \_\_\_\_\_

By (date) \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**HOW WELL DO YOU KNOW THIS STUDENT?**

Know very well through personal contacts outside classroom or office       Know fairly well through classroom or office contacts only       Have general acquaintance Do not know well enough to rate

**INSTRUCTIONS:** Please make an honest judgment of the qualities this candidate possesses for effective work in the personnel field. Rate each characteristic by placing a check mark (✓) in the appropriate block or by underlining the word or phrase which provides the most accurate description. Use several words or phrases in each line or make additions or deletions if necessary.

**PERSONALITY:** Consider your reaction to this person, poise, mannerisms, ability to make a pleasant impression. Do not over-emphasize first impression.

Makes favorable impression	No particular impression. Colorless.	Somewhat irritating. Unfavorable impression.	Very favorable impression. Outstanding.
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Comments:

**INITIATIVE:** Consider the ease and vigor with which this person approaches a new situation and carries the work to completion.

Needs occasional stimulation.	Entirely self-motivating.	Capable of routine work only.	Depends wholly upon others.
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Comments:

**COOPERATIVENESS:** Consider attitude and ability to work with others, how the candidate gets on with superiors, peers, subordinates. Receptiveness to suggestion and criticism.

Too individualistic, not a team worker, causes conflict in a group.	Can do satisfactory work with others, but tends toward being individualistic.	Works well with others. Very adaptable.	Inspiring to others. Very cooperative. Strong force for group morale.
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Comments:

**RESPONSIBILITY:** Consider the degree to which this person is dependable, prompt, accurate and conscientious.

Avoids responsibility. Satisfied just to get by. Sometimes unreliable, indifferent.	Needs occasional stimulation. Does routine work well under supervision.	Does an excellent job on all assignments. Completely dependable.	Works hard if interested.
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Comments:

**MENTAL AND VERBAL ABILITY:** Consider the speed with which this person grasps new ideas, has understanding of new concepts and ability to express thoughts.

Exceptional ability to think effectively. Unusual faculty of clear expression.	Grasps problems and ideas readily. Better than average expression.	Somewhat slow in grasp of problems and ideas. Writes and speaks with average clarity.	Mentally dull, poor response to questions. Oral and written expression confusing.
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Comments:

**EMOTIONAL STABILITY:** Consider direction and control of this person's emotional response; evenness of disposition and mood; absence of tension symptoms, personal-social adjustment.

Stable in ordinary situations but disorganized by problems. Apt to worry.	Tends to be over emotional. Tension evident.	Well adjusted to self and others. Evenness of disposition.	Very stable, always well controlled and predictable.
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Comments:

**SOCIAL SENSITIVITY:** Consider this person's sensitivity to and understanding of reactions and feelings of individuals and groups, and the ability to make an effective response to them.

Often not alert to other people's feelings.	Exceptionally sensitive and responsive to feelings of others.	Sensitive to other individuals and responsive to them.	Sometimes shows social sensitivity; not always able to respond effectively to feelings and reactions of others.
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Comments:

**POTENTIAL:** Consider the candidate's potential for residence hall work; special qualifications and ultimate prospects.

Shows administrative ability, sensitivity, is natural leader. Has high ambitions. Excellent potential.	Demonstrates self-reliance, initiative. Has ability to lead	Would be a valuable employee but has limited potential. Follows majority.	Unresolved personal problems may handicap dealing with people.
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In summary, please comment specifically about the candidate's overall suitability for the position including particular strengths and weaknesses.