

Resident Assistant Application

Dear Applicant:

Thank you for your interest in the **Resident Assistant position**. As you may know the position is highly competitive and the Office of Student Development is looking for individuals who will be dedicated to their position and have a passion for helping others. To help us find eligible candidates there are a number of requirements.

Requirements:

- Enthusiasm, strong interpersonal skills, communication skills, and leadership skills
- Cumulative G.P.A. of 2.8
- A Clean Judicial Record
- 1 year as a CNR student
- Willing to work no more than 15 hours a week outside of the R.A. position
- Willing to attend all training dates
- Willing to stay later during holidays and breaks

Application Guidelines:

1. You must complete all 7 missions in order for your application to be considered complete.
2. Complete and sign the application. Submit the application to the Student Development Office by **March 22, 2012 at 5 p.m.**
3. Have three completed reference forms forwarded to Lisa Tufariello, Residence Life Coordinator.
 - One reference from your **Current R.A.**
 - One reference from a **CNR faculty or staff member**
 - One reference from a **current or previous employer**
4. Please return your completed application to the **Office of Student Development in SSC Room 231.**
5. You must contact Lisa Tufariello at (914) 654-5862 to schedule your individual interview time. You should dress in business attire and be sure to arrive on time.
6. Your creative presentation must also be presented during your interview. The presentation is 3 – 5 minutes long and will be presented to a panel of Residence Life Professional Staff Members. You will have the opportunity to creatively show them who you are and what makes you a great candidate for the R.A. position.

Resident Assistant Application

Last Name: _____ First Name: _____ D.O.B.: ____/____/____

Last Four Digits of SS#: _____ Current Campus Address: _____

Voice Mailbox: _____ Mobile Phone: (____) _____ - _____

School (please circle): **SAS** **SON** **GS** Class Year (please circle): **FR** **SO** **JR** **SR**

Major: _____ Minor: _____

Current Overall G.P.A.: _____ G.P.A. Last Semester: _____ (These will be confirmed with the Registrar.)

Anticipated Graduation Date: _____

Number of Semesters Completed (include this semester): _____

Number of Semesters Residing on Campus (include this semester): _____

Have you previously applied for the position? No ___ Yes ___ If Yes, When? _____

Please list all activities you have participated in or will participate in at CNR. Include any offices you have held.

| Dates of Involvement | Organization | Position(s) Held |
|----------------------|--------------|------------------|
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CNR MADE MISSIONS

Below is a description of your missions. Each mission needs to be completed and submitted with your application to the Office of Student Development. You will be unable to be considered in the selection process if you fail to complete your missions by the deadline. All journal entries should be typed. Keep in mind that spelling and grammar do count! Good luck!

1. Please contact Lisa Tufariello at ltufariello@cnr.edu to be assigned your CNR R.A. MADE Coach.
2. You must attend at least 2 CNR programs and/or R.A. programs. You must complete a journal entry for each program attended that state why you chose that particular program, what you learned from the program, your thoughts on the execution of the program, if the program assists in the building of community, and how you would improve upon the program.
3. Spend at least one hour on weeknight duty with your CNR MADE Coach in your residence hall. This must include completing a round of the building with the R.A. on duty and filling out the following paperwork:
 - a. An R.A. Duty Log
 - b. A fictional incident report
4. Fill out a program proposal for a program that you would like to execute in the future. You must complete a Room Reservation Form for the program and create a flyer.
5. Take an existing flyer that you think could have been created better and improve upon it.
6. Submit a formal résumé. If you need assistance with the format of your résumé, contact Counseling and Career Services at ext. 5563 or visit their office in Mooney Center, room 150.
7. Please type a journal entry answering the following questions:
 - a. Why do you want become a Student Development staff member?
 - i. What qualities do you have that would add to the Student Development staff?
 - b. After talking to R.A.'s and getting a feel for what the job is like, do you have a different view of R.A.'s than you did before?
 - i. Why or why not?
 - c. Find out three facts about three different R.A.s who are not from your cultural background and address the following in the journal entry:
 - i. How does having a diverse R.A. staff add to the community in the residence halls?
 - ii. What was one situation the R.A. has confronted where being from another cultural background helped?

Resident Assistant Reference Form

Waiver Option: The Family Educational Rights and Privacy Act of 1974 open many students' records for student inspection. The law also permits the student to sign a waiver relinquishing her right to inspect letters of recommendation. The applicant's signature below constitutes a waiver. No signature means the student will have the right to read this recommendation. **Please forward to the Student Development Office in SSC 231 by March 22, 2012.**

Applicant's signature

Date

The above mentioned applicant has applied to be a Resident Assistant at The College of New Rochelle. Resident Assistants live on a particular floor and work closely with the Residence Director throughout the academic year. Resident Assistants are selected based upon their ability to assist students in adjusting to the college environment. They plan social activities and are responsible for promoting an atmosphere conducive to academic, social & community growth and development. We are seeking candidates with positive attitudes, leadership potential, a willingness to learn and take reasonable risks.

1. Skills and Interest in Working with People

Excellent Good Average Poor Not Applicable

2. Ability to Multi Task

Excellent Good Average Poor Not Applicable

3. Individual Motivation/Initiative

Excellent Good Average Poor Not Applicable

4. Organizational Skills

Excellent Good Average Poor Not Applicable

5. Communication Skills

Excellent Good Average Poor Not Applicable

6. Leadership Capability

Excellent Good Average Poor Not Applicable

7. Ability to Cooperate with Others

Excellent Good Average Poor Not Applicable

8. Stress Management

9. Excellent Good Average Poor Not Applicable
Administrative Skills

 Excellent Good Average Poor Not Applicable

10. Time Management Skills

 Excellent Good Average Poor Not Applicable

11. Attitude

 Excellent Good Average Poor Not Applicable

12. What in your opinion are the applicant's strengths in reference to the position?

13. What areas of concern or limitations do you feel the applicant possesses in reference to the position?

14. Do you feel this student can relay CNR's mission and vision of Catholic social teaching? Why or why not?

15. Additional comments:

OVERALL RECOMMENDATION:

___ HIGHLY RECOMMEND

___ RECOMMEND

___ RECOMMEND WITH RESERVATIONS

___ DO NOT RECOMMEND

Signature _____

Date _____

Print Name _____

Phone _____

Title/Position _____

Relationship to Applicant _____

Please return to:

Lisa Tufariello

The College of New Rochelle

29 Castle Place/SD Office, SSC Room 231

New Rochelle, NY 10805

Phone: (914) 654-5862 ~ Fax: (914) 654-5866