Midwestern State University—Office of Housing and Dining Services
Resident Assistant (RA) Application
Fall 2015 Applicants: Due by 5:00 PM March 20th

## Personal Information (Please Type or Print)

<table>
<thead>
<tr>
<th>Name</th>
<th>________________</th>
<th>Birth Date</th>
<th>________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(First) (Middle) (Last)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID Number</td>
<td>__________________</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>Current Mailing Address:</td>
<td>__________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall or Apartment</th>
<th>__________</th>
<th>Room #</th>
<th>__________</th>
<th>Cell Phone #</th>
<th>__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Email:</td>
<td>__________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Educational Information

<table>
<thead>
<tr>
<th>College/Universities Attended:</th>
<th>________________</th>
<th>(Dates)</th>
<th>(Degree)</th>
<th></th>
</tr>
</thead>
</table>

| Current Major/Area of Study | ________________ | Current GPA | |

- RAs must have a GPA of no less than 2.5 at the time of employment and must maintain at least a 2.5 GPA while employed.

<table>
<thead>
<tr>
<th>Number of Credit Hours Achieved to Date</th>
<th>________________</th>
<th></th>
</tr>
</thead>
</table>

| Are you a member of the MSU Honors Program? | Yes | No |

## General Information

<table>
<thead>
<tr>
<th>Semesters you have attended MSU</th>
<th>________________</th>
<th></th>
</tr>
</thead>
</table>

| Semesters in MSU Residence Halls/Apartments | ________________ | |

| Which MSU Residence Halls/Apartments have you lived in? | | |

<table>
<thead>
<tr>
<th>RHA Positions or Committees</th>
<th>__________________</th>
<th></th>
</tr>
</thead>
</table>

| Academic and other honors | __________________ | |

| Clubs/Organizations in which you have been active | __________________ | |

| Please indicate any time commitments you intend to have (other than classes and the RA position) during the 2015-2016 academic year. | | |

| | | |
Work Experience

Please list your 2 most recent or previous job experiences. These may include unpaid or volunteer work.

Employer and Address
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Dates of Employment
From ____________  To ______________

Supervisor
__________________________________________________________________________________________________
Phone ____________________________

What skills from this position will allow you to become an effective Resident Assistant?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Employer and Address
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Dates of Employment
From ____________  To ______________

Supervisor
__________________________________________________________________________________________________
Phone ____________________________

What skills from this position will allow you to become an effective Resident Assistant?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

References

2 Recommendation Forms have been included in this packet. You must have a recommendation from each of the following:
  - A current or previous employer
  - A high school instructor or guidance counselor, a resident assistant or a university faculty or staff member

Recommendations are to be turned in with your completed application.

Resume

All applicants are required to submit a current resume with their application. For assistance with your resume, contact the Career Management Center at 397-4215.
Resident Assistant Application Essay

(Please type or write neatly—feel free to attach additional pages if necessary)

Why are you interested in this position? What contributions could you make to the current Resident Assistant Staff and to Midwestern State University? What characteristics do you possess that would enable you to become an effective Resident Assistant?

_________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signature and Use of Personal Photograph

I certify that the information I have given is complete, true and correct to the best of my knowledge and belief. I hereby give permission for the MSU Office of Housing and Dining Services to contact references, schools and employers identified on this application, in relation to my potential employment at the University. I understand that any misrepresentation of information can cancel this application or cause for termination in the event I am employed by the Housing Office. I also certify that the Department of Housing and Dining Services has permission to take my personal photograph for purposes of identification and recruitment efforts.

Signature ___________________________  Date ______________________

A Complete Application Packet Includes:  Completed Application Form with Essay
2 Complete Recommendation Forms
Applicant’s Resume

Applications for Fall 2014 positions are due by 5 PM Friday, March 20, 2015
Midwestern State University
Housing & Dining Services
Resident Assistant Application Recommendation Form

2 Recommendation Forms have been included in this packet. You must have a recommendation from each of the following:

- A current or previous employer
- A high school instructor or guidance counselor, a resident assistant or a university faculty or staff member

(Please indicate which of the above is completing this recommendation form)

Applicant’s Name ___________________________

Name of Reference _______________________________________________________________________

Title _________________________________________ Phone # ____________________

Overview

This candidate is in the process of applying for the opportunity to be a Resident Assistant (RA) with the Department of Housing and Dining Services at Midwestern State University. Below is a description of the RA position.

Resident Assistant—Responsible for the community development and welfare of approximately 25 students. Responsibilities include: communication and participation with students, faculty, and support staff; residence hall safety; programming responsibilities; conduct and crisis intervention, conflict facilitation, resident support and recognition, diversity and social justice awareness, and administrative duties.

Please review the following characteristics and rank the applicant accordingly.

1-Poor
2-Needs Improvement
3-Acceptable
4-Good
5-Outstanding
0-No Chance to Observe

1. Leadership Skills 0 1 2 3 4 5 Comments/Examples

2. Approachability 0 1 2 3 4 5 Comments/Examples

3. Creativity 0 1 2 3 4 5 Comments/Examples

4. Dependability 0 1 2 3 4 5 Comments/Examples

5. Decision-Making Skills 0 1 2 3 4 5 Comments/Examples
6. Communication Skills 0 1 2 3 4 5 Comments/Examples

7. Diversity Awareness 0 1 2 3 4 5 Comments/Examples

How long and in what capacity have you known the applicant?

Discuss your impression of how well the applicant functions in positions of responsibility.
(Conscientiousness, organization, time management, follow-through and consistency)

Describe your impression of how well the applicant handles interactions with others and the degree to which the applicant is a team leader or follower?

Recommendation

_____ I recommend the applicant without reservation.

_____ I have reservations about the applicant. (Please Comment)

Please include any additional comments regarding the applicant.

Signature ___________________________ Date _______________________

Please return this form to Housing & Dining Services or fax it to 940.397.4778. Please address to:
Housing & Dining Services, Attn: RA Recruitment & Selection, 3410 Taft Blvd., Wichita Falls, TX 76308
References are due by 5 PM Friday, March 20, 2015.