Student Services

CNR Wisdom for life.

Student Development

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 or a semester G.P.A. of 3.0 for the last two consecutive semesters
- A clean judicial record
- Have been a CNR student or at least one academic year
- Have resided on campus for at least one semester
- Willing to limit additional employment outside of the Resident Assistant position to 15 hours a week
- Willing to attend all training dates
- Willing to stay late and return early during building opening and closing times

Please return your completed application to the **Office of Student Development in SCC room 231 by the deadline. After a review of your application you may receive a phone call to set up an interview.**

Application Guidelines:

1. Complete all questions and sign the application. Please print neatly or type your responses. Spelling, grammar and punctuation do count.

2. Submit a formal resume. For assistance with the format of your resume, contact Counseling and Career Services at ext. 5563 or visit their office in Mooney Center room 150.

3. Carefully read and then sign the job description.

4. Have three completed reference forms forwarded to the Office of Student Development.
   - One reference from your **Current Resident Assistant**
   - One reference from a **CNR faculty or staff member**
   - One reference from a **current or previous employer**

   * Complete the reference list at the end of the application and return it with your application. This will be helpful if your references do not arrive on time.

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Resident Assistant Application

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

Last Four Digits of SS#: _____ Home Address: _____

Home Phone: _____ Mobile Phone: (____) _____ -_____ E-Mail: _____

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 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 held:

Dates of Involvement	Organization	Position(s) Held

Approval to Release Grades

I release to the Office of Student Development access to my grades in order to check for G.P.A. requirements. I understand that if selected as a Resident Assistant I may be required to limit my employment and involvement in campus activities so that there will not be any conflicts with my Resident Assistant responsibilities. I also understand that the Office of Student Development assigns my building and room number for my term of employment and that I may not get a room or building assignment of my choice.

Signature_____ Date _____

MISSIONS

Below is a description of your missions. Each mission needs to be completed and turned in with your application forms 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. Spend at least one hour on weeknight duty with an R.A. 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
        i. Please have the R.A. that you observed sign and print their name next to where you put your name and include the date/time that you spend in the office.

2. Fill out a program proposal for a program that you would like to execute in the future. You must fill out a Room Reservation Form for the program and create a flyer.

3. Submit a formal resume. If you need assistance with the format of your resume, contact Counseling and Career Services at x5563 or visit their office in Mooney Center room 150.

4. Prepare a creative presentation which will explain to the Professional Staff why you want to be a Resident Assistant. This presentation will be done during your interview.

5. 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 Resident Assistants and getting a feel for what the job is like, do you have a different view of Resident Assistants than you did before?
        i. Why or why not?
    c. What makes the program that you proposed for Mission 2 a good program?
        i. What will residents gain from going to your program?
        ii. What will make your program stand out from other programs?

Resident Assistant Application Reference List

Current Resident Assistant:

Name _____ Phone _____

CNR Faculty or Staff:

Name _____ Phone _____

Current or Previous Employer:

Name _____Phone _____

Company _____

Title_____

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Resident Assistant Reference Form

Waiver Option: The Family Educational Rights and Privacy Act of 1974 opens 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 Student Development and Programs Office in SCC 231.**

_____ _____

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

Excellent Good Average Poor Not Applicable

9. 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:
The Office of Student Development
The College of New Rochelle
29 Castle Place/SD Office, SCC room 231
New Rochelle, NY 10805
Phone: (914) 654-5352; Fax: (914) 654-5866