Dear Candidate,

Housing and Residential Programs at Millersville University employs a staff of students as Resident Assistants. The assistants are available in residence halls to assist other students, and their role is a varied and significant one. Major areas of responsibility are educational, social programming, and administration. The Resident Assistant Selection Committee would like to thank you for your interest in the Resident Assistant position.

Before applying, please be sure to read through this letter and the entire application packet carefully. Included in the application packet are the qualifications for the position, the selection timeline, the application, job shadow form, two reference forms, and the equal employment opportunity form. When you turn in your application, please make sure to include all appropriate paperwork. Reference forms may be sent in separately, but please make sure to include the name of your references on your application.

Due to the demanding nature of the Resident Assistant position, Housing and Residential Programs places the following stipulations on those hired as Resident Assistants:

- A cumulative GPA of 2.5 or higher
- Preference will be given to those candidates who currently live on campus.
- Be in good disciplinary standing. Personal Conduct Probation or a Disciplinary Reprimand within the last twelve months disqualifies you for the position. With any previous discipline, an interview will be granted at the discretion of the Selection Committee.
- Registered and attending school the current semester. (Full-time status preferred).
- Not previously discharged from any Department of Housing employment.
- Minimum of one full semester of residence hall living experience is required prior to applying. First semester transfer students are not eligible.
- Because of the time commitment during orientation, Resident Assistants are not allowed to be Orientation Leaders or PSSI staff members while serving as a Resident Assistant.

The Resident Assistant, through self-initiative and with training and supervision, will actively pursue a number of goals with residents.

- **Personal and Social Development** - By forming close and significant relationships with residents in the hall and by encouraging participation in programs, residents will experience personal and social development.
- **Ownership of the Living Environment** – By encouraging thoughtful and consistent policy enforcement and by promoting an open and honest relationship among residents, those that live in the environment will become more responsible for that community.
- **Creation of an Educational Experience** - By contributing to programming efforts and by promoting an awareness of the educational components of residence hall life, residents will become more sensitive to the full range of opportunities available to them as residential students.

Recognizing that the primary role of a helping person in an academic community is an educational one, the following considerations are critical in the selection of a Resident Assistant:

- **Ability** in communication, leadership, teamwork, creativity, and academic achievement.
- **Interest** in personal growth and enthusiasm for participating in staff development activities.
- **Willingness** to assume responsibility in the development of an effective living environment.
- **Administrative skills** for the completion of paperwork and related details associated with residence hall management.

Resident Assistants are provided with special training throughout the year to make them more effective in this position as well as providing considerable opportunity for personal growth. All Resident Assistants must participate in our fall training in August and winter training in January. Resident Assistants are also required to attend weekly staff meetings on Wednesday nights at 9:30pm. A complete breakdown of all the job requirements as well as the compensation is listed in the Resident Assistant Work Agreement. A copy of the previous work agreement is online for your review. Please understand that this work agreement is from this past year and adjustments will be made for 2014-15. Again, thank you for your interest in the position and good luck throughout the process.

Sincerely,

Resident Assistant Selection Committee
RESIDENT ASSISTANT APPLICATION
Housing and Residential Programs, 871-4987
2014-2015 Academic Year

Personal Information

Name ____________________________________________________________________________________
  Last         First                     M.I.

Local Address:______________________________________________________________________________

M#: M_________________________          Millersville Email:_______________________________________

Cell: (      )________-__________       Gender: □ Male     □ Female

Please mark your t-shirt size below:
  Male: □ Small      □ Medium      □ Large      □ X-Large      □ XX-L      □ Other _______
  Female: □ Small     □ Medium     □ Large      □ X-Large     □ XX-L    □ Other _______

Academic Information

Credits Passed to Date:_______  Cumulative GPA:________      Major: ___________________________

On Campus Living Experience

You must have lived on campus for at least one semester prior to applying. First semester transfer students are not eligible.

Name of Residence Hall: _____________________________________________________________________

Length of Residence: ________________________________________________________________________

Leadership Experience (high school, university, religious, and athletic):

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<tr>
<th>Organization</th>
<th>Position/Title</th>
<th>Length of Services</th>
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Activities

***Due to the time commitment of the position during orientation, RAs may NOT serve as
  Orientation Leaders or PSSI staff members.

Please list all other non-academic obligations and activities for the 2014-15 year. (i.e.: Clubs/Organizations/work)

☐

☐

☐

☐
Work History

Start with the most current employment, list all previous employment. If you need additional space, please continue on a separate sheet.

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<thead>
<tr>
<th>Position</th>
<th>Employer</th>
<th>Length of Service</th>
<th>Responsibilities</th>
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References

Please list the names of the references you will be using. One reference MUST be from your current RA. The other reference may be an employer, professor, former teacher, coach, minister, or other professional person you choose.

1. Name: ___________________________ Position: ___________________________
2. Name: ___________________________ Position: ___________________________

Housing

Please select rank order (1-11) the following buildings you are interested in working as an RA. It is not a guarantee that you will be placed in the building of your choice.

Freshman -
- □ Bard Hall
- □ Gaige Hall
- □ Harbold Hall
- □ Hull Hall

Upper Class -
- □ New Buildings
- □ Shenks Hall
- □ Diehm Hall
- □ Gilbert Hall

Honors -
- □ Reighard Hall
- Millersville Scholars Program -
- □ Harbold Hall
- □ Hull Hall

Essay Questions

Please provide a typed response to the following question. Attach response to the application. Please make sure that each additional page has your first and last name as a header or footer.

1. Plan a community development program for your floor. Outline the program and attach with your application. Include all relevant information; name/title of the program, detailed description of the program, date/time (approximate) target audience, budget, advertising ideas, and location (wing, rec room, etc). During your individual interview, you will have the opportunity to present your program idea to the committee.

Terms of Application (Please Read and Sign)

I wish to submit this application for employment for the Resident Assistant position. I have read and understand the information included in the RA Application Packet. I possess the minimum qualifications required for this position and all information I have provided herein is accurate. I understand that any falsification of information on this application may result in dismissal from the RA Selection Process.

I authorize the Department of Housing and Residential Programs to verify my grade point average (GPA), my disciplinary record, and conduct a background check.

________________________________________  ________________________
Candidate’s Signature                Date

Thank you for your interest in the Resident Assistant position.
Please return your completed application to the
Housing and Residential Programs Office, Harbold Hall
No later than 4:00 p.m. Tuesday, February 11, 2014
Resident Assistant Job Shadowing Experience

Name of Candidate: _____________________  Date: ____/____/______

Each candidate is required to complete a job shadowing experience with a current RA on campus. The candidate will arrange to shadow an RA in advance. The candidate will meet the RA in the hall office and will remain with the RA during the hours of 6pm-10pm.

When you arrive, please give the form to the RAs you are shadowing. After the GA confirms you have completed your experience, he/she will turn the form in to the RA Selection Committee.

Job Shadowing Check List: Please complete all of the following with the candidate.

☐ Tour of the building
☐ How to complete the duty log
☐ Mail – How to check and deliver mail and packages.
☐ How to answer the phone
☐ Where/how to complete a work order
☐ Guest Passes
☐ Check IDs
☐ Equipment Log
☐ Go over fire drill procedures
☐ Lock Out procedure
☐ Temporary ID procedure
☐ Be sure to go through general office rules and procedures

RA/GA comments: _______________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

By signing below, you indicate that the candidate completed the full job shadow checklist.

RA Name (please print) ______________________________  Signature of RA ______________________________

RA Name (please print) ______________________________  Signature of RA ______________________________

GA Name (please print) ______________________________  Signature of GA ______________________________
RESIDENT ASSISTANT REFERENCE
Housing and Residential Programs
Due Date: February 11, 2014

To the Candidate –

I, _______________ have asked _______________ to complete this recommendation in support of my application and consideration for employment. In compliance with the Family Educational Rights and Privacy Act of 1974, by signing below, I hereby waive my right to inspect this form or any related attachments provided by this reference. I understand I am not required by the University to waive that right as a condition for employment.

☐ I waive my rights to access; ☐ I do not waive my right to access

_____________________________________________     ____________________
Applicant Signature          Date

To the Reference Provider

_______________ has applied for the position of Resident Assistant at Millersville University. An RA is a student member of the Residential Life Staff who assists students on a given residence hall floor. This position involves community development, floor management, programming, mediation/intervention, and other departmental responsibilities.

The purpose of this form is to assist the Resident Assistant Selection Committee in evaluating applications for the Resident Assistant positions. Your candid reference of the applicant will be an important part of the selection process.

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

2. Please indicate your assessment of the applicant in the following areas by checking the appropriate word.

   Academic Ability:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis

   Communication Skills:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis

   Willingness to assume position of leadership and responsibility:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis

   Organizational Skills:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis

   Willingness to take initiative in situations that require action and follow-up:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis

   Emotional Maturity:
   ☐ Excellent ☐ Above Average ☐ Average ☐ Poor ☐ No Basis
3. Please give your personal evaluation and indicate any special factors or circumstances that should be considered in reviewing the Resident Assistant application. Please comment on the candidate’s personality as well as his/her ability to cooperate, communicate, and mediate.

4. Valuing diversity by showing openness to differences is an important part of the Resident Assistant position. How well do you feel this candidate embraces differences? Does this candidate demonstrate an “open minded” attitude and attempt to understand differing points of view?

General Comments:

Check One:

☐ Highly Recommend
☐ Recommend
☐ Recommend with Reservation
☐ Do Not Recommend

PLEASE RETURN THIS REFERENCE TO:

RA Selection Committee
Housing and Residential Programs
60 Residence Hall Circle
Harbold Hall
Millersville University
Millersville, PA 17551-0302
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   ☐ Excellent    ☐ Above Average    ☐ Average    ☐ Poor    ☐ No Basis

   Communication Skills:
   ☐ Excellent    ☐ Above Average    ☐ Average    ☐ Poor    ☐ No Basis

   Willingness to assume position of leadership and responsibility:
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General Comments:

Check One:

☐ Highly Recommend  ☐ Recommend

☐ Recommend with Reservation  ☐ Do Not Recommend

PLEASE RETURN THIS REFERENCE TO:

RA Selection Committee
Housing and Residential Programs
60 Residence Hall Circle
Harbold Hall
Millersville University
Millersville, PA 17551-0302
***Please DO NOT attach this form to your application packet. There will be a separate drop off box for the Equal Employment Opportunity Survey when you turn in your application packet.

* Please Check the Appropriate Box for Each

Gender: ☐ Male ☐ Female

What is your Ethnicity? Select One Option:
☐ Hispanic or Latino – Persons of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
☐ Not Hispanic or Latino

What is your Race? Select One or More:
☐ American Indian or Alaska Native – Persons having origins in any of the original peoples of North and South America (including Central America)
☐ Asian – Persons having origins in any of the original peoples of the Far East, Southeast, Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
☐ Black or African American – Persons having origins in any of the black racial groups of Africa
☐ Native Hawaiian or Pacific Islander – Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
☐ White/Caucasian – Persons having origins in any of the original peoples of Europe, the Middle East, or North America

Check if you identify with any of the following:
☐ Gay, Lesbian, Bisexual, Transsexual, Intersexual, Questioning, Queer, Androgynous, or Asexual

Credits earned as of January 1, 2014: ☐ 0-29 ☐ 30-59 ☐ 60-89 ☐ 90+

Number of campus clubs and/or organizations you are currently involved in:
☐ 0-2 ☐ 3-4 ☐ 4-5 ☐ 6+

Are you involved in Division II Collegiate Athletics at Millersville? ☐ Yes ☐ No

How did you hear about this position? Check all that apply.
☐ Current RA ☐ Current GA ☐ Other Housing Personnel
☐ Nomination Letter ☐ Faculty/Staff ☐ Campus Advertisement
☐ Other: __________________________________________

Thank you for participating in this survey and for your interest in the Resident Assistant Position.