Resident Assistant Application

JOB DESCRIPTION

Requirements and Compensation
- Must have completed at least 24 credit hours at the time of employment.
- Must have a clear judicial record with Housing and Residential Life.
- Must have a minimum semester and cumulative GPA of 2.5 if undergraduate or 3.0 if a graduate student to apply.
- Must be enrolled as a full time undergraduate or graduate student.
- Must make the appropriate prepayments and sign the standard MTSU Housing license agreement prior to the start of employment.
- RAs receive a monthly stipend. All stipends are dispersed monthly during the period of employment. If an RA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- RAs are provided a meal plan each semester during the regular academic semesters. (JUB & McCallies)
- RAs are assigned to a private or single accommodation in their assigned building, at no additional cost. RAs are billed the lowest standard room rate regardless of which hall they may be assigned.

Teamwork and Supervision
- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Directors, and the Director of Housing and Residential Life.
- Will be formally evaluated on a periodic basis determined by the Director of Housing and Residential Life or their designee(s).
- Must participate in assigned “on duty” hours each week, must remain in their designated area while on duty, and are required to make themselves available to residents and/or staff members as directed.
- Required to assist in staffing their areas during Fall Break, Thanksgiving, and Spring Break.
- Expected to participate in Week of Welcome activities, athletic activities and other University sponsored programs as outlined in their involvement contract.
- Required to attend all pre-service training sessions, staff development programs, and staff meetings as directed.

Community Building Expectations
- Expected to read the summer reading book.
- Consistent with our goal of promoting student involvement during evenings and weekends, all RA staff will be expected to remain on campus during evenings and weekends unless given permission by their supervisor to be excused.
- Expected to utilize provided meal plans to facilitate sharing meals with residents in on campus dining halls.
- Additional detailed expectations and job responsibilities will be provided by individual supervisors.
- Required to facilitate educational programs during each semester of appointment.
- Required to disseminate educational programs to residents in a timely manner by posting notices, perform monthly health and safety inspections, and schedule regular hall meetings as directed.
- Expected to foster a sense of community and act as role models for students.

Other
- Resident Assistants serve at the direction of the Director of Housing and Residential Life.
- Resident Assistants who resign or are dismissed before the completion of their appointment are not immediately granted a contract release.
- Resident Assistants who resign or are dismissed but continue to reside on campus will be required to move from their current floor/building or area.
- Outside employment is discouraged due to the significant time commitment required for performance of the Resident Assistant position and must be discussed and approved in advance by the Area Coordinator.
- First semester Resident Assistants are not permitted to take an overload because having more than 18 credit hours places an extra burden on a staff member’s ability to function academically.
**Resident Assistant Application**

**Office Use Only**

<table>
<thead>
<tr>
<th>Semester GPA:</th>
<th>Overall GPA:</th>
<th>Judicial History: Yes or No</th>
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</table>

**Directions:** Type or print legibly on the application. Return the completed application and references (3) to: Housing and Residential Life, KUC 303, Box 6, Murfreesboro, TN 37132.

**Personal Information**

- **Full Name:** ____________________________  Date of application: ________________
- **Gender:** Male  Female  Date of Birth: ________________  M Number: ________________
- **Email address:** ____________________________  Local Phone: ____________________________
- **Current Local Address:**
  - (Residence Hall/Room #) –or– (Street) (City) (Zip Code)
- **Home/Permanent Address:**
  - (Street) (City) (Zip Code)
- **Permanent Phone:** ____________________________  Cell Phone: ____________________________
- **Summer Address (if different from home):**
  - (Street) (City) (Zip Code)
- **Summer Phone:** ____________________________

**Applying for a position that begins:**  Spring ________  Fall ________  Summer ________  Summer ________

Including this semester, how many semesters have you lived in a residence hall? ________________

**Educational Information**

- **Major(s):** ____________________________  Anticipated Graduation Date: ________________
- **Classification (circle one):** FR  SO  JR  SR  GRAD
  
  Semester GPA: _________  (A 2.5 GPA is required at time of application)
  
  Cumulative GPA: _________  (A 2.5 GPA is required at time of application)
  
  Have you attended another college/university besides MTSU? Yes  No
  
  College/University Dates Attended: ____________________________

**Additional Information**

- **Have you ever been documented for a policy violation at MTSU?** Yes  No
  If yes, please explain: ____________________________

- **Have you ever worked for Housing and Residential Life?** Yes  No
  If yes, in what capacity: ____________________________

- **Have you ever been cited by a law enforcement officer for a misdemeanor or felony not including traffic violations?** Yes  No
  If yes, please explain: ____________________________

- **Office Use Only**
  
  Semester GPA: ________________  Overall GPA: ________________  Judicial History: Yes or No
Resident Assistant Application

Questions – please use additional sheets of paper if necessary

1. Why do you want to be an RA?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

2. What personal qualities, characteristics, strengths, or talents do you possess?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

3. Which of your qualities will assist you as an RA and how would you utilize them to develop community?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

4. What would you gain from the RA position?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

5. Describe your experience living in the Residence Halls. If you do not currently live in a Residence Hall, what kind of perspective could you bring to the residents?

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Resident Assistant Application

**Employment and Involvement**
Please list any previous employment and/or organizational involvement which you believe would be helpful in evaluating your eligibility as a Resident Assistant candidate. If you have additional information you would like to include, please attach an additional sheet or resume.

Employer/Organization ___________________________ Dates of employment/involvement _______________________
Responsibilities: ______________________________________________________________________________________

Employer/Organization ___________________________ Dates of employment/involvement _______________________
Responsibilities: ______________________________________________________________________________________

How do you feel these experiences relate to the Resident Assistant position? ______________________________________

___________________________________________________________________________________________________________

Please list any activities or commitments you anticipate being involved in while employed as a Resident Assistant.

___________________________________________________________________________________________________________

How did you hear about the Resident Assistant position?

- Word of mouth
- MT radio station
- Advertisement
- Friend
- MTSU Staff member
- Current RA
- Area Coordinator
- CH19
- Other ___________________________

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974. I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic, and criminal records. I understand that at the time an offer of employment is extended; staffing vacancies may not be available in all areas. The opportunity to preference a staffing assignment is offered, but there is no guarantee the preference may be accommodated. In addition, initial assignments at the time of hire are made conditionally based upon the current information available to the organization and may be altered due to a change in academic standing and/or a change in staffing requirements.

_________________________  _______________________
Signature                  Date

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.
Resident Assistant Reference Form

Please evaluate this applicant and return this form to:
Housing and Residential Life
1301 E Main St., Box 6, KUC 303
Murfreesboro, TN 37132

Applicant __________________________________________________________ (First Name Last Name)

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver ________________________________________________________________
(Signature) ___________________________________________ (Date) __________________________

Use the following scale to evaluate this applicant: (Check your answer)

<table>
<thead>
<tr>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Average)</th>
<th>4 (Above Average)</th>
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How long have you known the applicant? ________________________________________________

In what capacity do you know the applicant? ____________________________________________

Overall Evaluation (Choose one)

Do not Recommend   Recommend with reservations   Recommend   Highly Recommend

Comments supporting overall evaluation:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Signature of Evaluator ___________________________________________ Date __________________

Name of Evaluator (printed) ___________________________ Position of Evaluator __________________

*Reference form must be completed by employer, faculty member, advisor, or MTSU Housing Employee
*If you live in housing, it is highly recommended that one of your references be from a MTSU Housing staff member.
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