

Trinity College . Office of Campus Life

Resident Assistant Application
2009- 2010 Academic Year

APPLICATIONS DUE: FEBRUARY 19TH at 4 PM.

SUBMIT TO OCL: Hamlin Hall Room 305

Group interview process: February 21st 9:30 am to 2:30 pm in Mather Hall/2nd floor

<i>OFFICE USE ONLY</i>		
Application Form _____		Essays (2) _____
Reference (3) _____	Transcript _____	Field Experience _____

-Personal Information-

Name:	_____				
Hall/ Room#:	_____				
Cumulative GPA:	_____	Male:	_____	Female:	_____
Class Year:	_____	Major/Concentration:	_____		
Trinity Mailbox:	_____	ID #:	_____		
Campus Telephone:	_____	Email (regularly checked):	_____		
Permanent Address:	_____				
Permanent Telephone:	_____				

-Placement-

1) What are the top three dorms that you think you would be most effective in and why?
(know that this doesn't mean that you will be automatically placed in these options)

2) Would you be interested in staffing a first year residence hall? YES NO

3) Would you be interested in staffing a special interest hall? (Circle which one)

THEME

WELLNESS

-Experience-

- 1) Related work experience that relates to Residential Life?
(i.e. teaching, counseling, advising, volunteering, and working with people.)

<u>EMPLOYER</u>	<u>POSITION/ TYPE OF WORK</u>	<u>DATES</u>

- 2) Participation in organizations at Trinity College.

<u>EMPLOYER</u>	<u>POSITION/ TYPE OF WORK</u>	<u>DATES</u>

- 3) Special interests, wacky talents, skills (other than listed above).

-Essay-

On a separate piece of paper, please respond to the two following questions. Responses must be typed, double spaced, and no longer than one page per question.

- 1) *Each year, RA's are asked to introduce themselves to their residents. Please compose a statement that includes a personal introduction (including your major and interests), description of the RA role, goals for the year, and expectations of your residents.*
- 2) *Talk about a time when you helped a friend or loved one deal with a difficult situation. Please describe how you felt in the situation and how you worked through it.*

-Transcript-

Please attach a current copy of your academic (unofficial or official) transcript (available from the Registrar's Office). *Please note that it takes 1-2 weeks for this process to be completed.*

-Reference-

It is your responsibility to have the enclosed reference forms completed and returned to you for submission as part of your application.

- *One reference form must be completed by a non-student employee of Trinity College (faculty, staff, etc.) or someone that has supervised your work and can address your potential as a Resident Assistant.*
- *The second reference form should be from a peer, preferably a Residential Life Staff Member (RA, SRA, Residential Fellow).*
- *The last reference form should be from a Mentor, Pride Leader, fellow worker. Each recommendation should be returned inside a separate, sealed envelope with the provider's signature across the seal.*

Please list the names of your three references below.

1. _____

2. _____

3. _____

-Certification-

I affirm that the information provided in this application is complete, accurate, and true.

Signature of applicant _____ date _____

Trinity College adheres to the laws of the State of Connecticut, which prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, age, or disability except as provided by exclusions in the law. Trinity College has an administrative policy that educational and employment decisions are based on the principle of equal opportunity.

Trinity College
Office of Campus Life

Dear Reference Provider:

The person named on the reverse side of this page is applying for a Resident Assistant position at Trinity College for 2009-2010 academic year. Resident Assistants are full-time undergraduate students who serve as peer staff in the residence halls. As live-in staff, R.A.s provide a wide range of services, including assisting and referrals for residents with any personal or academic problems, reinforcing behavioral expectations, providing and assisting with residential programs and activities, disseminating information to resident students, assisting with administrative tasks and serving as part of an "on-call" duty system. Effective R.A.s have the following qualities: 1) an ability to take responsibility and provide leadership and 2) a sensitivity to the balance of individual and community needs.

The applicant has selected you to provide us with an assessment of her/his ability to serve as a Resident Assistant. We hope the format of this reference form minimizes any inconvenience to you. Your candid evaluation of this student in the areas listed on the reverse and any comments that you wish to offer are very much appreciated.

The Office of Campus Life will *not* share the information provided by you with the applicant. **Please return (to the candidate) the completed reference form inside a sealed envelope with your signature across the seal.**

THE APPLICANT MUST SUBMIT YOUR REFERENCE WITH HER/HIS APPLICATION FORM.

Thank you very much for your assistance.

Sincerely,

Pejay Lucky
Area Coordinator
Chair, R.A. Selection Committee

Applicant's Name _____

Reference's Name _____ Position/Title _____

Relationship to Applicant? _____ How long have you known this person? _____

May we call you if we have any questions? _____ Daytime Tel. _____

Please evaluate the applicant in the areas listed, by circling the number which corresponds with the following key: **5=Exceptional, 4=Above Average, 3=Average, 2=Below Average, 1=Low and NB=No Basis for Evaluation.**

Initiative.....	5	4	3	2	1	NB
Responsibility.....	5	4	3	2	1	NB
Maturity.....	5	4	3	2	1	NB
Emotional Stability.....	5	4	3	2	1	NB
Judgment.....	5	4	3	2	1	NB
Approachability.....	5	4	3	2	1	NB
Rapport with Peers.....	5	4	3	2	1	NB
Listening Skills.....	5	4	3	2	1	NB
Common Sense.....	5	4	3	2	1	NB
Verbal Skills.....	5	4	3	2	1	NB
Resourcefulness.....	5	4	3	2	1	NB
Cooperativeness.....	5	4	3	2	1	NB
Sensitivity to the Needs of Others.....	5	4	3	2	1	NB
Enthusiasm for Learning.....	5	4	3	2	1	NB

Comments about the applicant: (use a separate sheet if necessary)

Summary Evaluation:

_____ I **strongly recommend** this applicant to be a resident assistant.

_____ I **recommend** this applicant to be a resident assistant.

_____ I am **not sure**; see the reservations I have mentioned above.

_____ I **cannot recommend** this applicant to be a resident assistant.

Signature _____ Date _____