

***Res. Life Student
Staff:
“A Lifestyle of
Leadership”***



Office of Residence Life
2007-2008
Student Staff Application

Application packet must be submitted to the
Residential Life Office (located on the third floor of the Academic Services Building-ASB 317)
by 4:30p.m. on Friday March 2nd, 2007 for full consideration.
Contact 597-6096 with any questions.



Office of Residence Life

Academic Services Building Suite 317
400 East Main
Frankfort, KY 40601
502-597-5951

Dear Student Staff Candidate,

I would first like to commend you for believing in yourself enough to take interest in such a great leadership opportunity and responsibility as being a Resident Assistant. The Office of Residence Life is seeking positive team players who are interested in sharpening their leadership skills as a para-professional in the residence halls.

Please take time to carefully review the Application Packet and fill it out completely. Also, if you haven't already, be sure to take advantage of one of the Information Sessions that are offered to help you successfully complete the application and interview process.

Once again, congratulations for taking the first step. Do your best to be as competitive as possible as many students look forward to the opportunity to be chosen for the limited positions available. Last year there were over 65 applicants and we anticipate many this year as well.

I look forward to meeting you and hopefully welcoming you on as part of the 2007-2008 Student Staff Team. Feel free to contact me with any questions you may have at campus extension 6096.

Sincerely,

Vatreisha A. Nyemba

Office of Residence Life
Asst. Director for Student Development

Office Use Only
GPA: _____
(Semester/ Cumulative)
HOURS: _____

**Kentucky State University
OFFICE OF RESIDENCE LIFE
RESIDENT ASSISTANT APPLICATION**

If offered, I would accept the following position(s):
 Senor Resident Assistant
 Resident Assistant
 Student Assistant

**See attached position descriptions*

(Please type or print clearly)

S. S. Number: _____

Name: _____
(Last) (First) (M.I.)

Campus Address: _____
(Hall) (Room) (Mailbox #)

OR

Local Address: _____

Permanent Address: _____
(When not attending KSU) _____

Current Phone Number: _____ Permanent Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____ Gender: Male Female

Academic Major: _____ Expected Date of Graduation: _____

Grade Point Average: Last Semester: _____ Cumulative: _____

Classification: FR SO JR SR GR Credit Hours Completed at KSU: _____

Do you plan to attend Summer School at KSU this summer? Y N

Other College or Universities attended:
College Date Attended Credit Hours Completed

Prior position held with KSU Residence Life? _____

If yes, please state what position you held, dates of employment and why you left?

Hall Placement Preference:

Please rank your preferences for assignment in the Residence Hall. Note that while your preferences are considered, your application for a Resident Assistant position is with the Office of Residence Life as a department, not with a particular Residence Hall. Initial placement decisions and re-assignments throughout the year are finalized through the Office of Residence Life.

Female Halls

- ___ Chandler Hall (Freshman)
- ___ Hunter Hall (Freshman)
- ___ Kentucky Hall (Upperclassmen)

Male Hall

- ___ Young Hall (Freshman & Upperclassmen)

Co-Ed Hall

- ___ McCullin Hall (Upperclassmen)
- ___ Combs Hall (Upperclassmen)

Group Process Preference:

Please indicate your availability for to attend one of the Group Process dates & times that will be taking place later in the selection process. Write in **1** for your most preferred date & time, and **2** for your next choice and 3 for your last. If you have a class scheduled or a prior commitment during one of the date & times, write in a **0**. You will be notified on **Friday March 23rd** with the date and time of the Group Process you are to attend. The chance of being able to change to another date or time after being notified will be limited, so make sure to keep the dates you preference available. Please note that not all candidates will be invited to participate in Group Process.

- _____ Sunday, March 25th 3pm – 5:30pm
- _____ Monday, March 26th 10 am – 12:30 pm
- _____ Monday, March 26th 2pm – 4:30 pm

I verify that all the above stated information is correct to the best of my knowledge. I understand that falsifying such information may be grounds for disqualification of my application. I also understand that information from this application, my letters of recommendation, and information from my interviews will be shared and discussed with the Resident Assistant Selection Committee. Some information (i.e: GPA, Behavior Education/Code of Conduct status) will be subject to verification.

Applicant's Signature

Date

Checklist for a complete application packet:

- Resident Assistant Application (pages 1 & 2) are filled out and signed
- Essay and Short Answer question responses are typed and have your name on top of page
- Cover Letter
- Resume
- Reference forms
- All items are stapled or paper clipped together

Application packet must be submitted to the
Residential Life Office (located on the third floor of the Academic Services Building-ASB 317)
by 4:30p.m. on Friday March 2nd, 2007 for full consideration.

Recommendation Forms:

All Applicants must submit two (2) recommendation forms. Recommendations are to be from people who will be able to assess your skills and abilities and will be able to comment on your potential to be a Resident Assistant. Recommendations should be completed by the following individuals:

1. A KSU faculty/staff member
2. A professional reference (i.e. past coach, advisor, or employer)

Please ask those who will be completing your recommendation forms to return the form back to you so you may turn it in with your application. Recommendations must be turned in by the application deadline or your file will be considered incomplete.

Cover Letter:

A cover letter should be attached to your application as a brief introduction of who you are, how you heard about the position, and your qualifications.

If you are not familiar with how to write a cover letter, please visit Career Services (located on the second floor of the Academic Services Building – ASB 241- ext. 5948)

Resume:

Please include an up to date version of your resume with your application. Your resume should include your work experience or employment history, extra-curricular activities, community service participation, leadership positions held, personal interests, etc.

If you are not familiar with how to write a resume, please visit Career Services (located on the second floor of the Academic Services Building – ASB 241- ext. 5948)

Essay Questions

Please write thoughtful and thorough responses in essay form to the questions below. Each response should be no more than 1 page in length. All responses must be typed in 11 pt. font and double spaced. Please type your name at the top of each page and include the question with your answer.

1. Why do you want to become a Resident Assistant? What do you hope to gain from this experience?
2. Describe in your own words what it means to be a leader.
3. The Office of Residence Life student staff program is committed to the ongoing development of our staff through providing various trainings, stimulating conversations, speaking opportunities, and other avenues. How do you feel this could complement your college experience?
4. Find a quote that inspires you. Why did you choose this quote? Discuss what it means to you.

Requirements for Application and Selection

Requirements for Consideration of Application:

- RA- Minimum cumulative GPA of 2.3 for Undergraduates and 3.0 for Graduate students at time of application. Any grade changes would need to be recorded by this time.
- SRA - Minimum cumulative GPA of 2.3 for Undergraduates and 3.2 for Graduate students at time of application. Any grade changes would need to be recorded by this time.
- Completion of 30 credit hours at by the end of the Spring '05 semester.
- In good academic and judicial standing with KSU

KSU Registrar and Student Affairs records will be checked when applications are submitted. Those who fail to meet our minimum requirements will not be allowed to continue in the selection process.

Once hired, other requirements include:

- RAs: Maintaining a cumulative GPA of 2.3 and semester GPA of 2.5 for Undergraduates and 3.0 for Graduate students
- SRA: Maintaining a cumulative GPA of 2.3 and semester GPA of 2.5 for Undergraduates and 3.2 for Graduate students
- Being enrolled full-time (12 undergraduate or 9 graduate hours)
- Receiving written approval concerning commitments of more than 10 hours outside of Residence Life commitments
- Taking no more than 18 credit hours per semester (9 credit hours for a graduate student) - a lighter load is recommended due to the time commitment of the position
- Attending and participating in all trainings and in-service meetings
- Accepting all responsibilities as outlined in the Job Description, Contract, and RA Handbook

(See the appropriate Job Descriptions for more detailed information)

Compensation:

- A free single room each semester (Where Available)
- Partial Meal plan (50%)
- RA Stipend of \$100.00 per month
- SRA Stipend of \$175.00 per month

Student Assistant Compensation:

- Single room at Double price (Where available)
- Partial Meal Plan (25%)
- \$6.00 per hour (20 hrs/week)
- Opportunity to advance into available RA position

RA compensation package may impact your financial aid award. (Check with Financial Aid counselor for more information)

Late Applications and Vacancies:

All applications received after 4:30 p.m. on Friday March 2, 2007 will be added to the Late Pool. Vacancies often occur after the formal selection process has been completed. When those vacancies occur, hiring supervisors must first select candidates from the Alternate Pool. Candidates in the Late Pool will be considered only when the Alternate Pool has been exhausted.

Application Process & Timeline

2007 – 2008 RA Selection

- Jan. 29th Application Packets Available
 Applications available on web site
- Feb. 1st, 8th
 12th & 28th Student Staff Information Sessions:
 Thurs. 2/1 4:00 p.m. Student Center Room 310
 Thurs. 2/8 11:00 a.m. Student Center Room 310
 Mon. 2//12 7:30 a.m. Student Center Room 310
 Wed. 2/28 3:00 p.m. Student Center Room 312
- March 2nd** **Complete Applications & Recommendations due by 4:30 p.m. to Res. Life office located on the third floor of the Academic Services Building (ASB Suite 317)**
 (Doors will close promptly at 5:00 p.m., and all applications received after this time will only be considered for the Late Pool.)
- March 7th Candidates will be notified of their status to continue on to the Individual Interview part of the selection process. Candidates will be contacted by phone and email to reserve an interview.
- March 19th – 22nd 1st Interviews (Individual) – *All candidates should expect a professional interview. Professional attire is required.*
- March 22nd, 23rd Candidates will be notified of their status to continue on in the selection process and which date & time they are to attend Group Process (scheduled from the date & time selected on application)
- March 25th & 26th Group Process in Student Center Room 312 – *This session will consist of group activities. Candidates should where casual comfortable clothes.*
 Sun. 3/25 3 p.m. – 5:30 pm
 Mon. 3/26 10 a.m. – 12:30 p.m. or 2pm – 4:30pm
- March 27th Candidates will be notified if there is a need for a 3rd and final interview. Candidates will be contacted by phone.
- March 28th – 30th 3rd Interviews (Individual)
- April 10th Candidates will be notified of the final decisions and position offers will be given. Candidates will be contacted by campus mail, and/or telephone and email.
- April 13th Acceptance of Position Form due to Res. Life office by 5:00 p.m.
- May 1st New RA Welcome Session
 Exact time and location will be included in position offer letter
- Aug. 5th Fall RA Training Camp begins (Tentative)



**KENTUCKY STATE UNIVERSITY
OFFICE OF RESIDENCE LIFE
RESIDENT ASSISTANT RECOMMENDATION FORM**

RECOMMENDATION FOR THE POSITION OF RESIDENT ASSISTANT

Recommendations are not to be given by students or family members.

Name: _____
Last
First
MI

The student named above is a candidate for a resident assistant position and is requesting your recommendation. This position requires significant levels of maturity, interpersonal skills, leadership ability and critical thinking skills. The successful candidate will be called upon to perform many different roles including role modeling, community building, creating student involvement, policy enforcement, advising and more. Please fill out the chart below and complete the narrative on the back of this page. Your time in completing this form accurately and thoroughly is appreciated.

	Exceptional	Very Good	Good	Fair	Below Average	No Basis For Judgment
Quality of academic work						
Communication Skills						
Supportive of others						
Perceived as friendly & approachable						
Achieves appropriate balance of academic and social life						
Ability to work with diverse groups of people						
Assumes a leadership role						
Maturity						
Demonstrates good judgment/ good decision making skills						
Involvement with & dedication to campus groups						

Recommender's Name: _____ Title: _____

Organization: _____

Contact Information: _____
Phone
Email

***** Please complete the other side of this document or attach a letter or reference*****

REMARKS: Please provide a narrative in the space provided below or on a separate sheet. Please talk about your relationship with the applicant, his/her professionalism, motivation, time management skills, approachability, and ability to serve as a leader and role model in the community.

**Recommendations are due to the Office of Residence Life by 4:30 PM March 2, 2007.
(ASB Suite 317)**

Thank you for your assistance in the Residential Life student staff selection process



KENTUCKY STATE UNIVERSITY

OFFICE OF RESIDENCE LIFE

RESIDENT ASSISTANT RECOMMENDATION FORM

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Name: _____
Last First

The student named above is a candidate for a resident assistant position and is requesting your recommendation. This position requires significant levels of maturity, interpersonal skills, leadership ability and critical thinking skills. The successful candidate will be called upon to perform many different roles including role modeling, community building, creating student involvement, policy enforcement, advising and more. Please fill out the chart below and complete the narrative on the back of this page. Your time in completing this form accurately and thoroughly is appreciated.

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Recommender's Name: _____ Title: _____

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Contact Information: _____
Phone Email

*****Please complete the other side of this document or attach a letter of reference*****

REMARKS: Please provide a narrative in the space provided below or on a separate sheet. Please talk about your relationship with the applicant, his/her professionalism, motivation, time management skills, approachability, and ability to serve as a leader and role model in the community.

**All Recommendations are due to the Office of Residence Life by 4:30 PM March 2, 2007.
(ASB Suite 317)
*Thank you for your assistance in the Residential Life student staff selection process***