

# RESIDENT ASSISTANT APPLICATION

**Deadline: April 1st @ 5:00pm**

## Preferred Qualifications:

1. 2.5 minimum GPA requirement
2. Must be in good judicial standing with the College
3. Have lived in a residence hall setting for at least one semester
4. Must be enrolled for at least 12 class hours

## Instructions:

1. Please complete all sections of the application by typing or printing in black ink.
2. Please detach the recommendation forms, complete the "Waiver of Access" portions of the forms, and give them to two different people to complete. It is suggested that at least one recommendation form be completed by professors or former supervisor. Recommendations should be scanned, emailed or delivered in person to the Office of Residence Life by the person completing them. Please have them sent to Southern Union Residence Hall at sudorms@suscc.edu. They may also be mailed to SUSCC Residence Hall, PO Box 1000, Wadley, AL, 36276. *They must arrive no later than April 1st.*
3. Submit your completed application to the Dorm Office by the deadline.
4. Please detach this page and keep it for your records.

## What to expect as a Resident Assistant:

1. Weekly meeting and RA report
2. Must attend a minimum of 2 college activities per month, host at least 2 dorm activities a semester and cohost 2 dorm activities a semester.
3. Must remain available and in your assigned room overnight, between the hours of 10 pm – 7 am on Sunday through Thursday. On weekends that an RA is not assigned to work, he or she may leave campus on Thursday afternoons unless it is their assigned weekend to work. If it is your assigned weekend, you MUST coordinate your schedule with the other RA on duty. One of you must be on campus AT ALL TIMES between Thursday evening at 10 pm and Monday morning at 7 am.
4. Be willing to remain on campus and work your assigned RA duties every third weekend
5. Act as a mentor for incoming freshman residents as well as students with disabilities who reside in the dorm
6. COMMUNICATE with the dorm staff, police officers and your fellow RAs

## Resident Assistant Application 2024 - 2025

Office of Residence Life, Southern Union State Community College

Applications should be turned in or emailed to the Office of Residence Life - ([sudorms@suscc.edu](mailto:sudorms@suscc.edu)). Recommendations MUST be sent by the person giving the recommendation.

**DEADLINE for Applications/Recommendations is: APRIL 1ST @ 5PM**

**\*\*Please Note:** Mandatory training for all staff will occur before the start of the Fall semester usually the week before.

**Please answer all questions thoroughly. Applications must be typed or printed in ink.**

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Campus Room/Local Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ SU Mailbox \_\_\_\_\_

E-mail address: \_\_\_\_\_ Gender (circle one): Male Female

Academic Major: \_\_\_\_\_

Current Class rank (circle one): FR SO

How many semesters have you lived in a residence hall at SU? \_\_\_\_\_

Other College(s) Attended \_\_\_\_\_

How many credit hours do you plan to take: Fall 2024 \_\_\_\_\_ Spring 2025 \_\_\_\_\_

If selected as a Resident Assistant could you be in residence for two full semesters during the academic year? YES / NO If no, please explain.

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(Furthermore, if a RA is determined after the first semester that they are unsuitable for the position. They will not be allowed to be a RA the next semester.)

**On no more than two typed pages (double spaced with 1-inch margins), please provide the following information:**

1. List any outside employment, interests, and activities that you plan to be active in while you are an RA.

2. List activities and leadership experiences that you have been involved in.

(You may submit a one-page resume in addition to the application to address this question)

3. What do you hope to gain from the RA experience?

4. What are two characteristics you possess that make you an ideal candidate for this position?

5. What does “community” mean to you, and how will you go about creating that community with your residents?

6. What are some areas that you believe SU Residence Life can improve upon?

### **GPA and Judicial Standing**

To be considered for an RA position and continue in the position, eligible students must maintain a cumulative GPA of 2.00 or above, be in good judicial standing, have leadership experience (high school or college), and it is preferred that they have lived in college housing for at least one semester. The Office of Residence Life must be able to check this information in order to consider you for a position. By signing below, I hereby give my permission for the Office of Residence Life to verify my GPA and review my judicial standing in support of my application for the Resident Assistant position.

I certify that the information I have submitted is accurate, my own, and the truth to the best of my knowledge.

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Signature

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Date

*Southern Union State Community College is an affirmative action / equal opportunity employer.*

**Recommendation #1 - for Resident Assistant Position**

Southern Union State Community College Office of Residence Life

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Waiver of Access

\_\_\_\_\_ has filed an application for a position as a Resident Assistant in the Office of Residence Life at Southern Union State Community College. Resident Assistants are hired to assist in making the residence hall atmosphere conducive to academic achievement, social growth and the development of personal and group responsibilities. The Resident Assistant is selected on the basis of ability to communicate and work with individuals and groups. Please evaluate her/his potential to perform these duties by completing the enclosed form

**Please return the recommendation to:**

Dorm Coordinator

SUSCC

Office of Residence Life

P.O. Box 1000 Wadley, AL 36276

[sudorms@suscc.edu](mailto:sudorms@suscc.edu)

I, the applicant, waive my right to access (as afforded under federal law) to the information provided on this form.

YES \_\_\_\_\_ Confidential, not open to applicant's inspection

NO \_\_\_\_\_ Candidate retains the right to inspect recommendation

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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

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**Please rate the applicant by placing a circle around the number that best describes the applicant's qualities, as it applies to their ability to work within residence halls, with students, and staff.**

5 - Excellent    4- Very Good    3- Average    2- Fair    1- Poor    0 - Unable to evaluate

**Leadership** - Exhibits and/or has the potential for leadership in group situations.

5   4   3   2   1   0

Comments:

**Attitude** - A general approach to the position, classroom, co-workers, supervisors, and students. A desire to perform in a satisfactory manner.

5   4   3   2   1   0

Comments:

**Interpersonal Skills** - Ability to listen and communicate with others.

5   4   3   2   1   0

Comments:

**Responsibility** - Performs duties through completion without extensive supervision.

5   4   3   2   1   0

Comments:

**Initiative** - Performs responsibilities beyond expectations. Initiates new projects when current duties are completed.

5 4 3 2 1 0

Comments:

**Diversity** - Ability to work and live with a diverse population.

5 4 3 2 1 0

Comments:

**Please use the space provided for additional comments or information you feel will be useful as we evaluate the qualifications of this candidate to fill the needs of the Resident Assistant position.**

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**Based on my assessment of this applicant, regarding the content of this form and my personal/professional interaction, I...**

\_\_\_\_\_ Highly recommend this candidate

\_\_\_\_\_ Recommend this candidate

\_\_\_\_\_ Do not recommend this candidate

Reference's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommendation #2 - for Resident Assistant Position**

Southern Union State Community College Office of Residence Life

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

**Waiver of Access**

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I, the applicant, waive my right to access (as afforded under federal law) to the information provided on this form.

YES \_\_\_\_\_ Confidential, not open to applicant's inspection

NO \_\_\_\_\_ Candidate retains the right to inspect recommendation

\_\_\_\_\_  
Applicant's Signature Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant by placing a circle around the number that best describes the applicant's qualities, as it applies to their ability to work within residence halls, with students, and staff.

5 - Excellent    4- Very Good    3- Average    2- Fair    1- Poor    0 - Unable to evaluate

**Leadership** - Exhibits and/or has the potential for leadership in group situations.

5   4   3   2   1   0

Comments:

**Attitude** - A general approach to the position, classroom, co-workers, supervisors, and students. A desire to perform in a satisfactory manner.

5   4   3   2   1   0

Comments:

**Interpersonal Skills** - Ability to listen and communicate with others.

5   4   3   2   1   0

Comments:

**Responsibility** - Performs duties through completion without extensive supervision.

5   4   3   2   1   0

Comments:

**Initiative** - Performs responsibilities beyond expectations. Initiates new projects when current duties are completed.

5   4   3   2   1   0

Comments:

**Diversity** - Ability to work and live with a diverse population.

5   4   3   2   1   0



Comments:

**Please use the space provided for additional comments or information you feel will be useful as we evaluate the qualifications of this candidate to fill the needs of the Resident Assistant position.**

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**Based on my assessment of this applicant, regarding the content of this form and my personal/professional interaction, I...**

- Highly recommend this candidate
- Recommend this candidate
- Do not recommend this candidate

Reference's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_