The Oaks

Live Where You Learn. Love Where You Live.

Resident Assistant

Application Packet

2011-2012

8223 Acorn Drive, Alexandria, La. 71302 - Ph: 318.767.2616 - Fax: 318.767.2615

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Please return the following with your application:

- Resume
- Unofficial Transcript
- Current Semester Schedule
- Future Semester Schedule (if possible)
- Letter of Recommendation

  (Have your letter of recommendation completed by someone other than a friend or family member. Letter of Recommendation must be returned by the evaluator, not the applicant)

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Resident Assistant Application 2009-2010

Before completing this application, please review the Resident Assistant Position Description, Qualifications, and Expectations. If you have any questions about this position, please contact the University Housing Manager or Leasing Manager.
Please Type or Print Clearly

PERSONAL INFORMATION

Name: _____
Last First M.I.

Social Security No.: _____ Date of Birth: _____

Gender: ____ Male ____ Female

Current Address:

_____
Street Address

_____
City State Zip

Permanent Address:

_____
Street Address

_____
City State Zip

Present Telephone Number(s):

_____
Home

_____
Other (Cell, etc)

Permanent Telephone Number(s):

_____
Home

_____
Other (Cell, etc)

Primary Email Address:

_____

EDUCATION SUMMARY

Current Year in School: 1 2 3 4 5

Standing: Freshman Sophomore Junior Senior

Major/Dept: _____

GPA Last Semester: _____

Cumulative GPA: _____

Anticipated Graduation Date: _____

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RESIDENTIAL LIVING EXPERIENCE

If you have lived on campus or in student housing, please list the location and the dates:

Location: Dates:

_____ _____

Area Room/Apt #

_____ _____

Area Room/Apt #

_____ _____

Area Room/Apt #

EMPLOYMENT HISTORY

Please list any full-time, part-time, and summer work experience you have had.

Employer/Company	Address & Phone	Position	Dates

CO-CURRICULAR INVOLVEMENT

Because the position averages 20 hours or work per week, LSU-Alexandria is very concerned about the overall co-curricular involvement of our Resident Assistants. Please list below all of the campus activities and other community involvement you are committed to currently. Include your academic commitments that require additional time such as internships, student teaching, music ensembles, or theatre productions.

Activity	Position (if any)

List below any anticipated additions or deletions to your co-curricular involvement for the upcoming academic year should you be hired:

_____

_____

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PLEASE ANSWER THE FOLLOWING QUESTIONS:

(Print or type clearly. You may type you answers on a separate page)

What do you believe are the responsibilities of the Resident Assistant position?

_____

_____

_____

_____

_____

In your own words, briefly explain how you think your experience and skills will help you as a Resident Assistant?

_____

_____

_____

_____

_____

What do you see as the needs of residents and what would you as a Resident Assistant do to meet those needs?

_____

_____

_____

_____

_____

I certify that all the answers on this document are true to the best of my knowledge. I realize that all information furnished by me may be verified by LSU-Alexandria. I have read and am familiar with the position description and expectations.

_____ _____

Signature Date

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RECOMMENDATION FOR EMPLOYMENT AS A RESIDENT ASSISTANT

Name of Applicant: _____

_____
Signature of Candidate

I relinquish my right to have access to this recommendation.

To the Evaluator:

The student named above has applied for the position of Resident Assistant for The Oaks Residence Hall at LSU-Alexandria, and has listed you as a reference. Resident Assistants are live-in student staff members who provide administrative support for the business office, organize student activities, provide crisis intervention and limited counseling to residents, and enforce policy, rules, and regulations. Each Resident Assistant must be a role model and will be responsible for up to seventy residents.

Please complete this form, commenting on the capabilities of the person based on your interactions, **and return it as soon as possible to 8223 Acorn Drive, Alexandria, LA 71302**. Thank you for your assistance in our selection process.

Name of Reference: _____
(Please Print)

I know this individual:

1. ( ) Very Well
2. ( ) Well
3. ( ) Fairly Well
4. ( ) Casually
5. ( ) Not Well Enough to Rate

How long have you known the applicant? _____

What is your relationship to the applicant? _____

1. **Qualifications:** What skills and abilities does this candidate possess that will assist him/her in the RA position?

_____
_____
_____
_____
_____

2. **Motivation:** Discuss how this individual approaches a new situation and carries the work to completion.

_____
_____
_____
_____

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3. **Cooperation and Ability to Work with Groups:** Assess this applicant's attitude and ability to work with others in planning, executing and supervising programs and activities.

_____
_____
_____
_____

4. **Responsibility:** Address the degree to which this person is prompt, dependable, and conscientious.

_____
_____
_____
_____

5. **Overall Recommendation:**

I highly recommend this candidate _____
I recommend this candidate _____
I recommend this candidate but with some reservations _____
I do not recommend this candidate _____

6. **Please add any additional comments you have about this candidate:**

_____
_____
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_____ _____
Printed Name of Evaluator Title

_____ _____
Signature of Evaluator Date

Please return this as soon as possible.
You may send it via USPS or Fax it to 318.767.2615

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Resident Assistant Application 2009-2010

JOB DESCRIPTION:
Resident Assistants are students employed by Louisiana State University at Alexandria. They are responsible for supervising a group of 40-150 residents and they are actively involved in assisting these residents with personal and academic problems, implementing social and educational activities, developing a sense of community, helping maintain a comfortable living environment by providing excellent customer services, and performing various administrative and business related functions. The resident assistant is the focal point for the day-to-day operations of their living unit.

RAs must possess the personal characteristics of personal warmth, openness to new experiences, the ability to relate well with all types of people through patience, enthusiasm, critical thinking and the ability to react with emotional stability in stressful situations. They must also be able to evaluate situations objectively and promptly.

Qualifications:
1. Sophomore standing at LSU-Alexandria (freshmen considered on basis of an additional Letter of Recommendation, and previous work experience)
2. Minimum overall GPA of 2.5
3. Limit course load to no more than 18 hrs, and no less than 9 hrs.
4. Good discipline standing with LSU-Alexandria and The Oaks Residence Hall

Compensation:
All RAs receive the standard student worker pay of $7.25 per hour for up to 20 hours per week. In addition, we will provide a $100 per month rent concession.

SPECIFIC RESIDENT ASSISTANT JOB EXPECTATIONS

Training and Staff Development
1. Participate in training workshop
2. Attend staff meeting
3. Attend service training sessions and yearly conferences.
4. Actively participate in the selection of new resident assistants.

Community Development
1. Notify all residents in your building of your residence and how to get in contact with you when the need arises.
2. Make every effort to establish a connection with each resident. Attempt to develop a feeling of group responsibility, group respect, and group cohesiveness among residents.
3. Meet monthly with residents to explain and promote an understanding of policies and/or problems.
4. Make students aware of security procedures and precautions.

Programmer

1. Assess the needs of your residents as a basis for programming activities.
2. Organize social, recreational, and educational activities for your residents.
3. Strive to involve residents in area, property, and university activities.
4. Encourage the maintenance of an atmosphere conducive to study.
5. Maintain standards of personal conduct that serve as a good example for residents.
6. Complete paperwork involved in the planning and evaluation of activities.

Administrator and Business Manager

1. Perform various administrative duties, including the checking in and checking out of residents, maintaining various logbooks, and completing room evaluations.
2. Report promptly needed maintenance and repair work to maintenance personnel.
3. Assume weekday and weekend duty as scheduled by the Housing Manager.
4. Assume responsibilities of the reception desk.
5. Assume responsibilities of opening and closing procedures.
6. Assist in the beginning and ending of the leasing term procedures
7. Work assigned office shifts as scheduled by the University Housing Manager.
8. Assist with tours, promotions and Oaks Events. Stimulate the involvement of Oaks residents in festivities, as well as on-campus service opportunities, involvement and upcoming events to promote a harmonious living environment and interesting collegiate experiences.
9. Provide first-rate customer service to residents, parents and LSU-Alexandria officials.
10. Perform other duties as assigned by the University Housing Manager, Leasing/Marketing Director, or University Housing Director.

Advisor and Resource Personnel

1. Attempt to assist residents with their personal and academic problems.
2. Be aware of all university and public counseling resources and refer problems to the appropriate sources when necessary.
3. Follow-up on counseling situations and referrals.
4. Maintain confidentiality
5. Maintain a current bulletin board, and post signs alerting residents of activities.
6. Be aware of self-defeating academic and personal behaviors; strive to bring those to the attention of the individuals concerned.
7. Be receptive to new ideas and pass on resident suggestions, feedback, etc.

Disciplinarian

1. Support and enforce the property lease, policies, and regulations.
2. Attempt to prevent crisis and problematic situations before they develop; keep the University Housing Manager informed of these problems.
3. Encourage the development of a building atmosphere, and promote behavior consistent with the property lease, rules, and regulations.
4. Help ensure that the basic rights of all persons are not infringed upon.
5. Assist in conflict resolution among residents, and roommates in your assigned building.