**APPLICATION FOR EMPLOYMENT**

New Resident Assistant 2023-2024

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| **APPLICANT INFORMATION** | | | |
| Name: |  | Banner ID: |  |
| Pronouns: |  | Major(s): |  |
| Email: |  | Credit Hours Completed: |  |
| Anticipated Graduation: |  | Cumulative GPA: |  |

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| **2023-2024 ADDITIONAL TIME COMMITMENTS** | | |
| Please list any additional time commitments, the time of the year they take place, and the estimated hours per week. These additional commitments include on or off campus employment, internships, student organizations, athletics, and anything else that you may wish to pursue or participate in during the length of the resident assistant position (August 2023 – May 2024). | | |
| Activity | Time Period | Hours Per Week |
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| **UNIVERSITY POLICY VIOLATIONS** | | |
| Please list and explain any violation that you have been held accountable for at Lawrence Technological University (i.e. Student Code of Conduct, Academic Honor Code, Housing Guidelines, Computer Usage Policy, etc.) within the current academic year. | | |
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|  |  | No, I have not been found in violation of a University Policy. |
|  |  | Yes, I have been found in violation of a University Policy. |
|  |  | If Yes, Please Explain: |

**PLACEMENT PREFERENCES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

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| Number of semesters lived in housing at Lawrence Tech, including current semester (circle applicable #): | | | | | | | | |
| CURRENTLY  COMMUTING | 1 | | 2 | | 3 | 4 | | 5+ |
| Prior residences at Lawrence Tech (circle all that apply): | | | | | | | | |
| DONLEY | | SOUTH | | | REUSS | | EAST | |
| Rank the residents you would prefer to work with (1 being the residents you would like to work with most): | | | | | | | | |
| FRESHMEN | | SOPHOMORE | | | UPPERCLASSMEN | | NO PREFERENCE | |
| Please rank your building preference, with 1 being highest preference. (Preferences are considered, but not guaranteed.) | | | | \_\_\_DONLEY  \_\_\_EAST  \_\_\_REUSS  \_\_\_SOUTH  \_\_\_NO PREF. | | | | |
| **TRANSCRIPT** | | | | | | | | |
| Please include an up-to-date transcript. An unofficial copy is acceptable. You must have a 2.5 GPA and be at least sophomore standing (above 30 credits) at the time of job start to be considered for the Resident Assistant position. You must also remain in full-time standing to be an RA. | | | | | | | | |

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| **RESUME** |
| Please include your current resume. This should highlight your work and leadership experiences, including extracurricular activities, volunteer and community service opportunities, workshops/seminars attended, and awards received. Please include this on a separate page. |

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| **REFERENCE LETTERS** |
| Two recommendation letters are required for your application to be complete. One recommendation MUST be from a current Resident Assistant. If you live off-campus, you must have an LTU faculty or staff member reference in place of the Resident Assistant recommendation. The other recommendation should be from someone who is aware of your abilities and work habits (i.e, professional references, not friends who know you personally). References must be completed on the reference forms and returned in a sealed envelope along with the rest of the application or emailed to [housing@ltu.edu](mailto:housing@ltu.edu) . The person doing the reference letter for you must include their signature over the seal of the envelope or be the one sending the email. |

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| **LETTER TO RESIDENTS** |
| Attach and compose a letter to your future residents welcoming them to the community. You can assume the residents are the class level that is your highest preference to work with. This can be creative, but it keep it under one page. At minimum the letter should include:   1. An introduction of yourself 2. An explanation of your role as an RA 3. The attitudes, behaviors, and relationships you hope to see develop in your community 4. Other information to welcome residents to the community |

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| **DOOR DECORATION** |
| An important part of the Resident Assistant position is creativity. Please bring to your interview an example of a door decoration/name tag you would make for your future residents’ doors. This decoration should show us your own personality and creative process. Some crafting supplies will be available for use in the Housing Office, but you can also use your own. If you would like to use the supplies available in the Housing Office, let the front desk workers know when you arrive. There will also be a programming information session on January 19th at 8pm in M218 if you need further assistance with your door decoration. The door decoration can either be turned in with your application, or at your individual interview.  **ADDITIONAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

For more information about the Resident Assistant position, please attend one of the information sessions or information tables hosted by current staff members. Although attendance is not required, it is a large, helpful step to learn more about the day-to-day operations of the positions, as well as to provide current staff with an additional opportunity to learn more about new applicants before the interview. All information session and table dates are listed on the housing webpage.

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| **INTERVIEW AVAILABILITY** |

Please review the available interview times below and place an “X” in the boxes for the times you are available for your individual interview. Please provide multiple availabilities, and make sure you are available for the full hour. You will be notified of your interview time and date on Friday, January 27, 2023.

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| **TIME SLOTS** | | **1/30** | **1/31** | **2/1** | **2/2** | **2/3** | **2/6** | **2/7** | **2/8** | **2/9** | |
| 8:30am – 9:30am | |  |  |  |  |  |  |  |  |  | |
| 9:00am-10:00am |  |  |  |  |  |  |  |  |  |
| 9:30am-10:30am |  |  |  |  |  |  |  |  |  |
| 10:00am-11:00am |  |  |  |  |  |  |  |  |  |
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| 11:00am-12:00pm |  |  |  |  |  |  |  |  |  |
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| 1:30pm-2:30pm |  |  |  |  |  |  |  |  |  |
| 2:00pm-3:00pm |  |  |  |  |  |  |  |  |  |
| 2:30pm-3:30pm |  |  |  |  |  |  |  |  |  |
| 3:00pm-3:30pm |  |  |  |  |  |  |  |  |  |
| 3:30pm-4:30pm |  |  |  |  |  |  |  |  |  |

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| **TIME SLOTS** | | **2/13** | **2/14** | **2/15** | **2/16** | **2/20** | **2/21** | **2/22** | **2/23** | **2/24** | |
| 8:30am – 9:30am | |  |  |  |  |  |  |  |  |  | |
| 9:00am-10:00am |  |  |  |  |  |  |  |  |  |
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**CASE STUDY AVAILABILITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please review the available interview times below and place an “X” in the boxes for the times you are available for your case study presentation. Your case study will be with other RA candidates and will take approximately one hour. More information about case study requirements will be provided in your interview notification email. You will be notified of your case study presentation time and date on Friday, January 27, 2023.

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| **TIME SLOTS** | **2/17** | **2/18** |
| 9:00am-10:00am |  |  |
| 10:00am-11:00am |  |  |
| 11:00am-12:00pm |  |  |
| 1:00pm-2:00pm |  |  |
| 2:00pm-3:00pm |  |  |
| 3:00pm-4:00pm |  |  |

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| **CERTIFICATION & SIGNATURE** |
| To the best of my knowledge, the above information is true, accurate, and complete. I understand that any incomplete or false information within my application may result in ineligibility from the selection process. I have read the job description and am willing to fulfill the job expectations. By submitting this application, I give the Office of University Housing permission to review my academic and disciplinary records. I also understand that my records (both academic and disciplinary) may be periodically reviewed if I am offered the position.  Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return completed application and materials to the Office of University Housing (C404) by ***4pm on Wednesday, January 25th.*** Applications that are incomplete or late will not be accepted.

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| ***For Office Use Only*** | | | | | |
| Verify all materials in application are present before accepting application: | | | | | |
|  |  | Information is Complete | | | |
|  |  | Unofficial Transcript | | | |
|  |  | Resume | | | |
|  |  | 2 Recommendation Letters (sealed & signed envelopes) | | | |
|  |  | Letter to Residents | | | |
| Received By: | | |  | Date & Time: |  |