

30 January 2009

Dear potential applicant,

Congratulations on deciding to apply for a Resident Assistant or Community Advisor position! The first step in the application process is completing the attached packet and submitting it to the Residential Living office before Friday, February 20<sup>th</sup> at 5:00 p.m. All applicants are then invited to participate in the “Carousel” process on Sunday, March 1<sup>st</sup> from 2:00 – 5:00 p.m.

Carousel is an interactive event that enables you to meet our current student and professional staff members. There are several sessions during Carousel that focus on creativity, teamwork, time management, and prioritization. Dress for the event is business casual.

Finally, interviews for all applicants will be held from March 2<sup>nd</sup> – 11<sup>th</sup> with the Director and Assistant Director of Residential Living. Interview sign-up times will be available at Carousel.

To answer questions about the Resident Assistant / Community Advisor application process, the Residential Living office will be hosting two informational meetings; Monday, February 9<sup>th</sup> at 8:00 p.m. in the Washburn Village lobby or Tuesday, February 10<sup>th</sup> at 9:00 p.m. in the Living Learning Center lobby.

Below is a checklist to ensure all components of the applications are submitted. We look forward to meeting you at Carousel! If you have any questions, please do not hesitate to contact our office at (785) 670-1065.

Sincerely,

Mindy Rendon  
Director

Kate McCown  
Assistant Director

Application Checklist:

- Application completed
- Essay questions completed
- 2 Reference’s contacted / 2 Reference sheets completed
- All materials submitted to Residential Living by 5:00 p.m. on February 20<sup>th</sup>, 2009



**Volunteer Information**

In the space provided below, please list any volunteer experience, including leadership positions held.

Organization	Dates Involved	Position

**Work Experience**

In the space provided below, please list any relevant work experience.

Organization	Dates Involved	Position

**Judicial Information**

Please list any judicial incidents you have been involved in since enrolling at Washburn University. Please note that involvement in a judicial incident does not disqualify you from the application process.


I understand that by signing this application I declare all information given as true, complete and accurate. In addition, I give the Residential Living professional staff permission to verify my enrollment, G.P.A., and student conduct record.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

## **Essay Questions**

Please answer the following essay questions thoughtfully and completely. Responses should be typed and submitted on a separate page. In addition, complete sentences should be utilized to compose an essay that is approximately one page in length.

1. Why are you interested in serving as a Resident Assistant or Community Advisor?
  2. Please describe the strengths you possess that would contribute to your success as a Resident Assistant or Community Advisor. Examples of leadership experience or experience in the Residence Halls is strongly encouraged.
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## **References**

Two references are required. References may come from faculty, staff, organization advisors or a work supervisor. In addition, a current Resident Assistant, Community Advisor, or Desk Assistant may serve as one reference. The only people excluded from submitting a reference are members of the Residential Living professional staff (Director, Assistant Director or Administrative Assistant). After selecting your two references, please have them fill out the attached form and return it to the Residential Living office before the application deadline.

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## **Important Dates**

RA / CA Hiring Information Meeting, February 9<sup>th</sup> @ 8:00 p.m. (Village lobby)  
RA / CA Hiring Information Meeting, February 10<sup>th</sup> @ 9:00 p.m. (LLC lobby)  
Applications due to Residential Living office, February 20<sup>th</sup> @ 5:00 p.m.  
Carousel process, March 1<sup>st</sup>, 2:00 – 5:00 p.m. (Memorial Union)  
Applicant interviews with Director and Assistant Director, March 2<sup>nd</sup> – 11<sup>th</sup>

# Employment Reference for RA/CA Applicant

Residential Living – Washburn University

**Section 1.** To be completed by the applicant

**Applicant Name** *(Please type or print.):* \_\_\_\_\_

- General Reference       Staff Reference (RA/CA/Desk Assistant position only)

**Section 2.** To be completed by the evaluator

\_\_\_\_\_  
Evaluator's Name *(Please print.)*

\_\_\_\_\_  
Position/Title

***The above named individual has applied for a Resident Assistant (RA)/Community Advisor position with Residential Living.***

***Please answer the following questions, providing specific examples whenever possible. The information furnished will be treated in accordance with the provisions of the Buckley Amendment. Please consider the following characteristics when completing this reference form: responsibility, leadership, communication and listening skills, creativity and adaptability.***

**Please return this form by 5:00pm on February 20, 2009 to:**

Residential Living  
Living Learning Center  
1801 Jewell SW Jewell  
Topeka, KS 66621

1. How well and in what capacity do you know the applicant?

2. Describe the applicant's ability to initiate and maintain relationships, including with those of varying lifestyles.

- Excellent       Good       Fair       Poor       I don't know

Please cite examples:

3. Describe the applicant's level of maturity, including the ability to accept responsibility for his/her actions.

- Excellent       Good       Fair       Poor       I don't know

Please cite examples:

4. Describe the applicant's ability to function as a team member.

- Excellent       Good       Fair       Poor       I don't know

Please cite examples:

5. Describe the applicant's willingness and ability to effectively confront peers.

Excellent       Good       Fair       Poor       I don't know

Please cite examples:

6. Describe the applicant's ability to take initiative and be flexible.

Excellent       Good       Fair       Poor       I don't know

Please cite examples:

7. Describe the applicant's ability to manage time and cope with stress.

Excellent       Good       Fair       Poor       I don't know

Please cite examples:

8. Describe the applicant's ability to organize and lead others.

Excellent       Good       Fair       Poor       I don't know

Please cite examples:

9. Please describe the applicant's ability to present to groups or facilitate group discussion.

10. Please add general comments about the applicant's skills in relationship to the position.

11. My overall recommendation of this applicant is:

- I recommend for the position.
- I do not recommend for the position.
- I recommend for the position, with the following reservations (please describe below):

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section 3. Applicant's Right of Access

*To the applicant: if you wish to waive your right of access to contents of your applicant file, please sign below before submitting this application to the Residential Living office.*

I, , hereby freely and expressly waive any and all rights of access to this application file by Public Law 99-380, the Family Education Rights and Privacy Act. I understand that I may revoke this waiver in writing; however, such a revocation applies only to those materials received or entered into the record after the revocation is made.

\_\_\_\_\_  
Applicant's Signature (Optional; read paragraph above before signing.)      Date \_\_\_\_\_

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**Applicant Name** (Please type or print.): \_\_\_\_\_

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Evaluator's Name (Please print.)

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Applicant's Signature (Optional; read paragraph above before signing.)                      Date