



Fall 2020 Resident Assistant Application

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The Resident Assistant Job Description, expectations of the position, eligibility requirements, and general Housing & Residence Life information can be found on the website at www.sunyjefferson.edu/reslife. All application materials are due to reslife@sunyjefferson.edu or to the Office of Housing & Residence Life by Friday, May 1st, 2020.

Part 1 - Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____
J #: _____ Cell/Local Telephone #: _____
E-mail: _____

What is your preferred method of communication? Cell/Local telephone _____ E-mail _____ Both _____

Are you planning on residing in East Hall, regardless if you are offered a position on the Resident Assistant Staff for the Fall 2020 Academic year? Yes _____ No _____

Will you be a new or returning student to East Hall for the Fall 2020 Academic Year? New _____ Returning _____

Part 2 – Academic Information

Anticipated Graduation date: _____ Cumulative GPA*: _____ *See “GPA Requirements and Appeal” section in the “Fall 2020 RA Information Packet” for more details

Major(s): _____

Other colleges or universities you attended prior to SUNY Jefferson (name and enrollment dates):

Part 3 – Conduct History

Have you ever been convicted of a felony? (Yes) (No)

Have you ever been found in violation of the SUNY Jefferson Student Code of Conduct or Policies? (Yes) (No)

If “yes” to either question, please submit either a PDF or Word document with an explanation of the nature of the felony and/or violation(s), the sanction(s) given, and what you learned from the incident. *Note: a conviction or violation does not necessarily exclude you from consideration for employment. This information will be reviewed with respect to the nature of the conviction or violation.



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Part 4 – Resume & Cover Letter

Please submit a copy of your resume and cover letter, saved as either a PDF or Word document. Include employment experience, unpaid leadership/volunteer experiences, and relevant skills for the Resident Assistant position. In your cover letter, please describe why you would like to be a member of the Resident Assistant staff.

Part 5 – Experience

Please respond to the following two (2) questions in a separate document, saved as either a PDF or Word document. Please place your name on the top of each page, in case the pages are separated when they are reviewed. There is no length requirement for the questions; however, we have provided some guidance on length. Please also note that college-level writing is expected.

1. The Resident Assistant position limits outside commitments, unrelated to coursework, to no more than 15 hours per week. This includes no more than 10 hours of other paid jobs or self-employment. If you are hired as an RA, what outside time commitments, either on or off campus, are you currently committed too or anticipate during the 2020 academic year. Create a bulleted list, such as this:

- Philosophy Club president – 2 hours/week Intramural basketball – 2 hours/week (Spring only)
- Symphony rehearsal - 2 hours/week Babysit in Watertown – 3 hours/week

2. RAs are responsible for learning about and completing several important administrative processes accurately and on time. Tell us about a time when you worked on a large project or in a work environment that involved lots of details, factors, responsibility, and/or deadlines. How did you stay organized? What did you learn? How can you apply this understanding to managing tasks and process that you will face with the RA position? (2-3 pages)

Part 6 – References

Please provide contact information for two references, meeting the criteria listed below. The selection committee may contact references in order to inform hiring decisions. Note: It is good practice to ask permission of your references before you list them; doing so also allows your references the notice needed to prepare to answer questions about you in relation to the Resident Assistant position should they be contacted. Reference Letters included in the application are strongly encouraged.

Types of references required:

- One reference from a current or prior supervisor, advisor, professor, coach, teacher, mentor, or spiritual guide, e.g., minister, rabbi, etc.
- One reference from a peer who has observed your performance firsthand and will comment openly and honestly about your capabilities. Examples: a coworker, teammate, club member, etc.

**References may not be from an immediate family member.*

First reference

Name: _____ Relationship To You: _____

Telephone: _____ E-mail: _____

Second reference

Name: _____ Relationship To You: _____

Telephone: _____ E-mail: _____



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Part 7 – Signature, Consent, and Release

I hereby grant the Selection Committee license to verify and investigate the information I have provided about my educational and conduct records at SUNY Jefferson with any College office that holds such records. I consent to the release of this information to the selection committee for the purpose of considering my application to be a member of the Office of Housing & Residence Life RA staff. I understand that the selection committee may include students, college staff, and/or faculty.

I attest all of the information that I have provided in this application is true and complete to the best of my knowledge. I understand that if I have provided false or misleading information, my application will be rendered null and void and my employment terminated. I certify that I am a continuing student at SUNY Jefferson and that I am in good academic, financial, and disciplinary standing with the College and do not currently have any judicial or academic cases pending against me. I know of no reason why I would be ineligible to hold the position for which I am applying. I attest that I have completed this application of my own free will. I have read the position description for the position I am seeking and I have the ability and the want to fulfill the duties and responsibilities described therein.

I agree to the terms above.

Signature: _____

Date: _____

All application materials (this form, resumes, essays, any necessary supplements) are due to reslife@sunyjefferson.edu or the Office of Housing & Residence Life by Friday, May 1st, 2020 at 5:00 pm. If you are submitting this form electronically, select “save as” and check to be sure your information is saved to the PDF file correctly.

SUNY Jefferson Office of Housing & Residence Life Mission Statement

The Housing & Residence Life program will exist as an integral part of the educational program and academic support services of SUNY Jefferson. The mission of the office includes:

1. Providing reasonably priced living environments that are clean, attractive, well maintained, comfortable, sustainable, and which include contemporary safety features.
2. Ensuring the orderly and effective administration of the program through effective and sound management.
3. Providing an environment that promotes learning and success. Programs and services will be provided with an emphasis on academic support, diversity, community service, personal development, and student success.

The Office of Housing & Residence Life at SUNY Jefferson supports the educational mission of the College by providing a living and learning environment that is conducive to academic achievement and personal growth. The program will engage in regular assessment of its services for continuous improvement of the residential community and the residence hall facilities.