



# Residence Life Staff Selection Application

Please complete this entire application document carefully and thoroughly. **Please type or print legibly in black ink.** Your answers will be used in assessing your qualifications for the position for which you are applying. The completed application should be turned in to the Residence Life Office in Moseley Center room 213 by February 5, 2010.

## Personal Information:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student ID #: \_\_\_\_\_ Gender: Male \_\_\_\_ Female \_\_\_\_ Campus Box: \_\_\_\_\_

Phoenix Card #: 505 \_\_\_\_\_

Current Room Assignment: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home/Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Cell Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Permanent/Home Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Including this semester, how many semesters have you lived on campus (one semester is required) and where? \_\_\_\_\_

T-shirt Size (Check One): Small \_\_\_\_ Medium \_\_\_\_ Large \_\_\_\_ Extra Large \_\_\_\_ Extra Extra Large \_\_\_\_

## Educational Information:

Class/ Yr: Fr Soph Jr Sr # of Semester Hours Completed: \_\_\_\_ # of Semester Hours Planned for: Fall \_\_\_\_ Spring \_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Anticipated Date of Graduation (semester/year) \_\_\_\_/\_\_\_\_ Semester GPA \_\_\_\_ Cumulative GPA \_\_\_\_

Colleges/Universities Attended: \_\_\_\_\_ Years Attended: \_\_\_\_\_

## Campus Involvement

Please indicate the number of hours you will be participating in these activities during the upcoming academic year:

Student Teaching \_\_\_\_ Greek Life \_\_\_\_ Marching Band \_\_\_\_ Honors Organizations: \_\_\_\_\_

Study Abroad \_\_\_\_ Internship/Practicum \_\_\_\_ Athletics/Club Sports \_\_\_\_ Sport(s) \_\_\_\_\_

RSA \_\_\_\_ SGA \_\_\_\_ EV! \_\_\_\_ Other \_\_\_\_\_

List any other obligations or commitments and approximately how many hours per week you spend with each:

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

List any honors and/or awards you have received:

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

## Position/Community Information

Please rank each position (1, 2) in order of preference. Even if you don't rank both, you'll be considered for both. If you are definitely not interested, please put an "NI" in that space. Thank you!

Resident Assistant (RA) \_\_\_\_\_ Housing Assistant (HA) \_\_\_\_\_

As part of you applying for a Student Staff Member position please check all types of communities that you feel you would be successful working with. If you are interested in working with learning community please check those options in the box to the right. (Note: We utilize this information during placement, but do not guarantee placement).

### Community Options

1st year students	
Upper Class/ Returning students	
Traditional Hall Style	
Suite/Flat Style	
Apartments	
No Preference	

### Learning Communities Options

William R. Kenan Jr. Honors Pavilion	
Isabella Cannon International Studies Pavilion	
Health and Wellness - Hook	
Fine Arts Floor - Virginia 1st Floor	
Math, Science, and Engineering Floor - Virginia 2nd Floor	
Honors Floor - Virginia 3rd Floor	
Communications Floor—Sloan 1st Floor	
Elon College Fellows—Danieley Center N Building	
La Casa de Espanol –Colonnades A 1st Floor	
La Maison Franchise, Deutsche Haus, La Casa Italiana - Colonnades A	
Sustainable Living	
LSB Business Learning Community - Colonnades A 3rd Floor	
Service Learning Community - Staley 1st Floor	

## Essay Questions

On a separate sheet of paper (with your name), please type your answers to the following questions:

1. Describe your concept of this position's role on campus. What are the responsibilities of this position as you understand them? (not to exceed one page, double spaced)
2. Please use a blank sheet of 8 ½" by 11" paper to express your personality in any way you choose. You may draw a picture, do a collage, write poetry or story, the choice is yours. This is your chance to tell Residence Life something unique about you.
3. Please write a reflection paper for the shadowing assignment listed below. What did you learn about the RA position from your shadowing experience? In what ways do you feel you would make a great Resident Assistant? What parts of the position would be challenging? (one to two pages, double spaced)

## Shadowing Experience

As part of the application process, you will need to spend 1 hour “shadowing” a current staff member. **Please note that you should meet when that staff member is on duty.** Applying for a staff position requires you to go on a duty round with a current staff member. During this experience you can ask questions about the pros and cons of the position, the time commitment, what an average day is like, tips on how to handle situations, how to create a community, etc. The “shadowing” is an opportunity for you to get information and for the staff to get to know you better. This is a great opportunity to ask questions and gain a better understanding about some specifics of the position. Please have the staff member you shadowed print and sign below.

**This must be completed prior to the application deadline. Have fun!**

I HAVE COMPLETED THE SHADOWING PORTION OF THE APPLICATION PROCESS.

Print Name of Student Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Staff Member Signature: \_\_\_\_\_ Time: \_\_\_\_\_

## References

Please list three references below and have each complete the reference form. The references should include a: (1) Recent Employer or Student reference, (2) A Faculty/Staff member, and (3) Residence Life Student Staff Member. If you will have any problem obtaining these specific references, please contact Brian Collins, Associate Director of Residence Life. The reference forms must be submitted to the Residence Life Office within a week of turning in your application.

Name	Position (Circle One)	Title/Relationship	Phone Number
1. _____	Employer/Student	_____	____ - ____ - ____
2. _____	Faculty/Staff	_____	____ - ____ - ____
3. _____	Student Staff Member	_____	____ - ____ - ____

## Legal/Judicial Information

Please respond to the following questions. If your response to any of these questions is “Yes” please submit a written explanation of that item. The explanation must be attached to this application.

*Have you ever been convicted of a criminal offense other than a minor traffic violation?* No \_\_\_\_ Yes \_\_\_\_

*Are there criminal charges pending against you at this time?* No \_\_\_\_ Yes \_\_\_\_

*Are you currently on probation with the Office of Judicial Affairs?* No \_\_\_\_ Yes \_\_\_\_

The information supplied in this application is correct to the best of my knowledge and in compliance with Elon’s Honor Code. I have read the job description supplied with this application and agree to comply with all requirements should I be offered and accept a position. I understand that intentionally providing any false information could result in the rejection of my application and/or rescinding of an offer of employment or contract. I also acknowledge that I wish to actively pursue a position as indicated on this application and authorize the person(s) conducting the selection and hiring process to obtain information about me as needed to verify my eligibility for such employment. I understand this includes, but is not limited to, authorizing Residence Life to access my academic records and Judicial Affairs records.

In addition, I understand that should I be hired for this leadership position, I must attend **all** training sessions and scheduled meetings pertaining to this position for which I am hired. I understand that all documents related to this application including, but not limited to, signed reference forms and staff evaluations, are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the Residence Life Professional Staff to obtain feedback. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

Fostering respect for individual differences is central to the mission of Elon University. Residence Life seeks individuals who are eager to join us in our commitment to recognize and support the diversity of students living in the residential communities. Residence Life does not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national or ethnic origin, veteran status, or disability.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To complete your application you will need to attend on informational session prior to your interview. Session dates, locations and times are below:

Info Session #1: December 3, 2009, Moseley 215 at 12:00 pm (noon)

Info Session #2: December 8, 2009, Moseley 216 at 6:00 pm

Info Session #3: January 14, 2010, Moseley 217 at 6:00 pm

Info Session #4: February 4, 2010, Moseley 215 at 12:00 pm (noon)

Info Session #5: February 4, 2010, Moseley 216 at 8:00 pm

### **Why become a Res Life Staff Member?**

- Come back to Elon early before the grass is painted green!! Have a great two-week training experience in August!
- Plan community events, get students involved, display artistic talents with bulletin boards and door decorations!
- Plan, organize and implement fun and informative activities with fellow staff over the course of the year!
- Connect complete strangers, help others, and develop a community on your floor!
- Enhance your resume with leadership skills and experiences!
- Learn how to work well with others and fine tune your people skills!
- Have the opportunity to make a difference and establish yourself as a strong campus leader!
- You get paid!!! A tax-free partial Room Grant for RAs/HAs and a Monthly Stipend
- **U Matter!** - our student staff appreciation program

More specifically, student staff members gain valuable skills in counseling, conflict resolution, event/activity planning, public speaking, leadership development, and assessment among others. The leadership experiences of the Residence Life student staff are unparalleled to any other leadership position on-campus.

**Please return completed application and reference forms to:**

The Office of Residence Life

Moseley 213      Campus Box 2980      Elon, NC 27244

Fax: 336 - 278 - 7299      Phone: 336 - 278 - 7300      E-mail: [residencelife@elon.edu](mailto:residencelife@elon.edu)

**Residence Life reserves the right to assign you to any residence hall or apartment.**

