



Important Information regarding the Summer School Resident Assistant and Orientation Resident Assistant Search for 2012 openings

Applicant Requirements:

- 2.5 Cumulative GPA at the end of Fall 2011 semester.
- Must have lived in residence halls for two semesters and 16 credits completed by the end of the Spring 12 semester. *(16 credits does not include AP or credits obtained while in High School. Semesters lived in residence halls does not have to be at WMU)*
- Must return a completed application including question responses by 4:30 p.m., February 17 to the Residence Life office, third floor Faunce Student Services Building.
- You will sign up for your interview when you turn in your application.

Students can apply and interview for both the Summer School Resident Assistant and Orientation Resident Assistant position as well as the conference positions (a separate application).

Information specific to each position:

Summer School RA –

Number Available: 5
Contract Dates: 4/29/12 – 8/19/12 (dates will be worked with if you are a current RA or RA for fall semester)
Classes: Must take 3-7 credits for both Summer I and Summer II. Any exceptions must be approved by Residence Life
Compensation: Room and \$150/week during the contract period
Additional Jobs: May hold additional employment with approval from the Summer School Hall Director

Orientation RA –

Number Available: 4
Contract Dates: 5/16/12 – 7/12/12
Classes: May take classes only if they are online courses.
Compensation: Room and \$200/week during the contract period
Additional Jobs: May hold additional employment with approval from the Orientation Hall Director. You also may apply to work the Medieval Summer Conference Student Staff position through Residence Life from 4/30/12 – 5/18/12
Time Commitments: During orientation sessions the RA staff will be needed for in-hall commitments, during both work days & evenings. Please be sure to list additional commitments on application.

Please read carefully the following information:

- The attached application is for Summer School RA and Orientation RA positions only. Please note the summer conference staffing is a separate application. After application review and interviews, candidates will be notified of their status. Candidates will be identified as being hired, placed into the alternate pool or declined. Candidates placed in the alternate pool may be hired if positions become available.
- Incomplete applications will not be considered.
- Late applications will not be considered.
- If hired, an applicant will not be offered more than one of the following positions due to the time commitment requirements of all positions: Summer School RA, Orientation RA, and Conference Associate.

Questions:

If you have any questions about the selection process or your eligibility feel free to contact Residence Life at rl-personnel@wmich.edu.

Application Check List

Make sure you're not forgetting anything!

- Application form
- Written Responses (questions on page 2 of the application)
- Applicant Signature (page 2 of the application)
- Recommendation from a Residence Life Staff Member

**Summer School Resident Assistant and
Orientation Resident Assistant Application**
*Due to the Residence Life Office in Faunce Student Services Building
by 4:30 pm Friday, February 17.*

General Information:

Name: _____ WIN # _____ Gender: M F T

Local Address: _____

Cell Phone #: _____ Other/Preferred Phone #: _____

Permanent Address: _____

Email Address: _____

How many semesters have you lived in WMU's residence halls (include current semester)? _____

Have you attended any other colleges/universities other than WMU? If yes, please list.

Did you live in their residence hall system? Y N

If yes, how many semesters? _____

Have you ever been found responsible for violating the Student Code? Y N

If yes, please explain: _____

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? Y N

If yes, list date, charge, location, court, and action taken: _____

Have you held a position within the Residence Halls? Y N

If yes, please list the name of the position, location and the dates of employment _____

Do you have any other time commitments this summer (time you would need to be away from the hall/campus)?

Y N

If yes, please explain _____

Academic Information:

Major: _____ Overall GPA: _____

Expected Graduation Date: _____ Class Standing: FR SO JR SR OTH

Please list how many credits you will be taking each semester (if any): Summer I: ____ Summer II: ____

CONTINUE TO PAGE 2 OF THE APPLICATION

Summer Information

Please note which position(s) you are interested in:

___ Summer School RA (4/29/12 - 8/19/12)

___ Orientation RA (5/16/12-7/12/12)

___ Either

Questions:

Please respond to the questions below on a separate sheet of paper and attach it to the application to turn in. Please note that you only have to complete the questions for the specific position you are interested in. If you are interested in both positions, please complete all the questions.

Summer School RA Questions:

- What do you hope to gain as a Summer School RA?
- What are some of your goals and programming ideas for the summer school population?
- What do you feel the needs of the summer school residents are?

Orientation RA Questions:

- How do you currently portray a positive image of WMU?
- What is your favorite thing about WMU and how would you share this with incoming students and parents?
- As an Orientation RA you will be interacting with hundreds of new students and their parents in both a social setting as well as an authority figure. What skills/strengths do you bring to the Orientation RA position? What are areas you are hoping to work on in this position?

You will sign up for interviews when you return your application.

I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all past or current supervisors or Residence Life staff members may be contacted. I understand that employment at the University is conditional upon review of my criminal conviction records. I authorize the University to request and obtain, through the Michigan State Police and any other relevant law enforcement agencies, an investigation and report to determine the accuracy of my above answers about prior criminal conviction.

Applicant Signature _____ **Date:** _____

CONTINUE TO PAGE 3 OF THE APPLICATION

Application, Page 2 of 3

RECOMMENDATION

You must have ONE recommendation form completed by a hall staff member (RA, Hall Director, Graduate Assistant, etc. current or former)

If you are also applying for the Conference Associate/Medieval Conference Student Staff position you may turn in only one recommendation form for both applications.

Please list the name and email for the person completing your recommendation forms:

Name: _____ Email: _____

The recommendation may be returned either by you as the applicant as part of your application packet, or by the person writing the recommendation. Either way however, recommendation MUST be returned by February 17th by 4:30 pm.

**Summer 2012 Summer School Resident Assistant and
Orientation Resident Assistant Staffing Timeline**

- | | |
|--|--|
| Friday, February 17 th | Summer School and Orientation RA applications due to Residence Life |
| February 27 th – 29 th | Interview Days (times to be picked when you return your application) |
| Friday, March 16 th | Position Letters Sent |
| Friday, March 23 rd | Intent Forms Due |

WESTERN MICHIGAN UNIVERSITY



Residence *Life*

Residence Halls • WMU Apartments • Spindler Hall

Recommendation for the Summer School Resident Assistant and Orientation Resident Assistant position

Western Michigan University

Applicant Name: _____

Name of person completing your recommendation: _____

Recommender Phone number: _____

Recommender Email: _____

Waiver of access – *Applicants should complete this section prior to giving this form to the person writing your recommendation.*

Confidential * Confirms recommendation as confidential to applicant

I, the applicant, waive my right to access to the information provided on this form.

Applicant Signature: _____ Date: _____

OR (please sign only one)

Non-Confidential * Confirms recommendation as non-confidential to applicant.

I, the applicant, retain my access to the information provided on this form.

Applicant Signature: _____ Date: _____

Failure to sign one of the choices above will be deemed as an acceptance of confidential information.

HOW TO RETURN RECOMMENDATIONS: All recommendations **MUST** be returned to the Department of Residence Life, 3rd floor Faunce Student Services Building by February 17th at 4:30 pm.

They may be returned in any of the following ways:

- By the applicant as part of their application packet. Note, if this is done, they should be in a sealed envelope with the recommender's signature on the seal.
- By the recommender in person, via campus mail, USPS, or fax (269-387-4786).

- 1. Please indicate how well you know this person and in what capacity.
- 2. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of this applicant.
- 3. From the following list of skills/behaviors, please identify with a check mark the 5 – 7 you feel are the strongest attributes of the candidate.

- | | |
|--|--|
| <input type="checkbox"/> Effective/Appropriate verbal and non-verbal communication | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Forward thinking | <input type="checkbox"/> Reliable/Committed |
| <input type="checkbox"/> Manages effectively available time | <input type="checkbox"/> Follows through on tasks/ideas |
| <input type="checkbox"/> Organizes effectively (tasks and groups) | <input type="checkbox"/> Active listening |
| <input type="checkbox"/> Initiative/Self motivation | <input type="checkbox"/> Willing/Ability to delegate |
| <input type="checkbox"/> Flexible (with ideas and others) | <input type="checkbox"/> Appropriate role modeling |
| <input type="checkbox"/> Assertiveness | <input type="checkbox"/> Recognizes the contribution of others |
| <input type="checkbox"/> Willing to learn from others/follow others lead | <input type="checkbox"/> Willing to take risks |
| <input type="checkbox"/> Accepting of feedback/Willing to give feedback | <input type="checkbox"/> Enthusiasm/Positivity |
| <input type="checkbox"/> Willing to find common ground with others | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Willing to challenge the status quo/self/peers | <input type="checkbox"/> Self-confidence |

4. Any additional comments:

Recommendations (check one and please add comments)

- I highly recommend this person for the Summer RA/Orientation RA position because:
- I recommend this person for the Summer RA/Orientation RA position because:
- I recommend this person with reservations for the Summer RA/Orientation RA position because:
- I do not recommend this person for the Summer RA/Orientation RA position because:

Signature of Person Writing Recommendation _____ Date _____

Name of Person Writing Recommendation (Please Print) _____ Position _____

Address _____ Phone _____