



Resident Assistant Application

Resident Assistant Application Requirements

To apply, please submit the following four things either in paper to the Office of Residence Life in Crawford Hall 134 or via e-mail to reslife@morrisville.edu by **Wednesday, February 28, 2018 at Noon.**

1. RA Application—Applicant Information Sheet (attached)
2. Résumé
3. Cover letter: Please answer **ALL** of the following questions in your cover letter.
 - From your perspective, what do you think are the most important roles of a Resident Assistant? Please explain.
 - What skills do you possess that you can offer the Residence Life team? Please relate these to the RA position as you understand it.
 - What do you hope to gain here at MSC as an RA and how will this help you accomplish your future goals?
4. One recommendation form: Must be completed by an MSC faculty or professional staff member; other than a RD or a RA. Forms are also available on our website <http://www.morrisville.edu/studenthousing/forms.aspx>

Additional Requirements

- 2.5 cumulative GPA
- Be in good financial and judicial standing.
- Must be a current fulltime Morrisville State College student.
- Must have completed one semester of college prior to the intended semester of employment.

Next Steps

If you are selected for an interview, you will be contacted with a letter to your room (or home address if you are not currently living on campus) with scheduling instructions. **Also be sure to check your school e-mail often for further instructions.**

For assistance with resume, cover letter, and interview tips please refer to the Career Guides & Handouts, by visiting the Morrisville State College Career Services office or their website:

<http://www.morrisville.edu/careerplanning/guides.aspx>

All applications for Spring 2018 must be received by

Wednesday, February 28, 2018 at Noon.

Resident Assistant Application

Applicant Information

Name:

M#:

Current Residence Hall:

Current Room:

If you live off campus, what is your off campus address?

Phone # You Use:

E-mail:

Permanent home address:

Permanent home phone #:

Major:

Cumulative GPA:

(minimum of 2.5 cumulative GPA required)

Class Status:

of semesters living on campus:

Have you ever been found responsible for violating rules or policies while attending Morrisville State College? *This might include a verbal warning, a letter of warning, campus probation, etc. Please note that answering yes does not automatically disqualify you from consideration for the RA position.*

If yes, please explain:

Have you ever been convicted of a felony or misdemeanor?

If yes, list date, charge, location, court, and action taken.

I have inquired about and understand the basic responsibilities, duties and other obligations of being an RA. I am aware of the departmental expectations and rules and regulations of the college 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 listed past or current supervisors or Residence Life staff members may be contacted and/or reviewed. I understand that employment as an RA at Morrisville State College is conditional upon maintaining a minimum 2.50 cumulative GPA and remaining in good judicial and financial standing. Employment agreements are issued on a semester basis and appointing officials are not obligated to extend employment for additional time based on performance review.

Applicant signature

Date

Remember to ask your reference to complete a reference form located at:

<http://www.morrisville.edu/studenthousing/index.aspx>

References can either be printed and turned in as a hard copy to Crawford 134 or attached as a .pdf file and mailed to reslife@morrisville.edu

All application materials (including references) are due by **Wednesday, February 28, 2018 at Noon.**