



Resident Assistant Application 2009-1010

The Resident Assistant Application Packet includes the following materials:

Timeline
Job Description
Overview of Application Process
Demographic and Reference Coversheet
Sample Cover Letter and Resume

Please return all materials to:
Office of Residential Education
101 St. Clair Street
Geneva, NY 14456
c/o RA Selection Committee



Resident Assistant Selection Process 2009-2010 Timeline

Nov. 17th – 18th	Tabling in Scandling
November 19th 12:30-1:00pm Stern, Room 103	Information Session I Residential Education staff will be available to answer questions about the RA position and selection process.
November 20th	Returning RA/ Spring Abroad Applications Available at Residential Education
December 2nd 7-8pm Stern, Room 103	Information Session II Residential Education staff will be available to answer questions about the RA position and selection process.
December 3rd	New RA Applications Available at Residential Education/Online
December 5th	All Spring Abroad Applications due to Residential Education (Candidates will sign up for interview times)
December 8th 7:30pm Stern, Room 103	“Marketing Your Experience” Resume and Cover Letter Prep Session with Career Services
December 8th – 12th	Interviews for Spring Abroad Applicants
December 19th	All Returning RA Applications due to Residential Education (Candidates will sign up for interview times)
January 19th – 30th	Returning RA Interviews
January 21st 8-9pm Stern, Room 103	Information Session III Residential Education staff will be available to answer questions about the RA position and selection process.
January 23rd	New RA Applications due to Residential Education (Candidates will sign up for interview times)
February 6th	Group Process 6-9pm
February 7th	Personal Interviews 9am-6pm
February 8th	Personal Interviews 9am-6pm
February 20th	Candidates are notified of their status
February 27th	Acceptances are due for the position



RESIDENTIAL
Education

HOBART
AND
WILLIAM SMITH
COLLEGES

Resident Assistant Position Description 2009-2010

The Resident Assistant (RA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Resident Assistant responsibilities include the following:

- Create and maintain a sense of community in the residential area to which the RA is assigned and maintain daily contact with the students in order to build community.
- Serve as a role model both on and off-campus.
- Serve as a peer advisor and resource person for students within the context and limitations of their training.
- Develop, implement, and evaluate programs and bulletin boards as defined by the Residential Education Programming with a Purpose model.
- Assure that student behavior in the residence halls is in accord with Colleges' policies as outlined in the Handbook of Community Standards, and when needed complete Incident Reports for the safety and security of the community.
- Assist with keeping the residence halls in compliance with New York State Fire Code and help to correct behavioral violations of the code.
- Maintain open communication with Area Coordinators and other Residential Education staff members and inform them of potential situations that may require attention.
- Check mailbox in the Residential Education Office and HWS e-mail on a regular basis.
- Fulfill administrative duties such as, attendance at weekly staff meetings, one-on-ones as scheduled with supervisors, Room Condition Reports, Occupancy Reports (14 day), Weekly Reports, Incident Reports and Work Orders.
- Participate in mandatory staff training exercises and monthly in-service training programs.
- Accept full responsibility for use of the duty master keys when on duty. Master keys may only be used for official purposes which are directly related to the position responsibilities as instructed by professional staff.
- Work to maintain a positive working relationship with Buildings and Grounds and Campus Safety through consistent communication.
- Remain on campus until the residences are closed at the end of each semester. RAs should not plan to depart from campus until the buildings are closed.
- Participate as needed in RA Selection and Housing Selection processes.
- Other duties as assigned.

Applications need to include:

- ✓ The Demographic and Reference Coversheet
- ✓ A cover letter (see example) that addresses the following areas:
 - What is the position that you are applying for?
 - Why are you interested in becoming a Resident Assistant?
 - How did you hear about the position?
 - What qualities do you possess which make you a good RA candidate? Do you have any relevant experience? If, yes please describe this experience.
 - What interest and/or experience with issues of diversity and social justice would you bring to the position, to the staff, and to the students with whom you live?
 - Describe what level of responsibility you believe an RA has to serve as a role model and/or student leader?
- ✓ A resume (see example)
- ✓ Two Letters of Recommendation
 - New Applicants:
 - The first letter must come from someone on the HWS campus.
 - The second letter may come from either someone on the HWS campus or outside of the Colleges.

Note: references could be former employers, supervisors, advisers or coaches. Direct family members cannot serve as references.

- Returning RAs:
 - The first letter must come from your Area Coordinator
 - The second letter may come from either someone on the HWS campus or outside of the Colleges.
- Letters of recommendation should be sent to:
Office of Residential Education
101 St. Clair Street
Geneva, NY 14456
c/o Resident Assistant Selection Committee
- Electronic submissions may be sent to: resed@hws.edu (subject: RA Selection Committee)

Overview of Selection Process for New Applicants

- ✓ Applications are due to the Office of Residential Education by January 23rd
- ✓ Once a completed application is turned in, an applicant can sign up for an Individual Interview with the Selection Committee.
 - The Individual Interviews will take place on Saturday, February 7th and Sunday, February 8th from 9am-6pm (Interviews will last 30 minutes)
- ✓ Applicants are also required to attend Group Process on Friday, February 6th from 6-9pm.



Resident Assistant Demographic and Reference Coversheet

This sheet will serve as a coversheet for your completed application. Please remove it from this packet in order to include it with your application.

Name: _____ Campus Address: _____
Campus Box #: _____ Campus Phone: _____ Cell Phone: _____
Home Address: _____ Home Phone: _____
Current GPA: _____ Major: _____ Minor: _____
Semesters on Campus: _____

Please list all of the residence halls or houses in which you have lived on campus:

Are you currently on academic or social probation? Yes/No
Have you applied to go abroad? Yes/No If so, for what semester? _____
Are you student teaching or participating in an internship during the school year? Yes/No
If so, please explain: _____

Contact Information for Your References:

Hobart and William Smith Colleges Reference (faculty, staff, RA, Area Coordinator)
Name: _____ Department: _____
Phone: _____ Email: _____
Relationship to Candidate: _____

Hobart and William Smith Colleges (faculty, staff, RA, Area Coordinator) or Outside Reference (coach, mentor, employer, etc.)
Name: _____ Department: _____
Phone: _____ Email: _____
Relationship to Candidate: _____

I understand that representatives from the Office of Residential Education will check my grades and all student records, including disciplinary records, to verify the information I have provided is accurate. I have read and understand the Resident Assistant job description.

Applicant Name (please print)

Date

Applicant Signature

COVER LETTER TEMPLATE

Your Street Address
City, State Zip

Date

Contact Name
Title
Organization
Street
City, State Zip Code

Dear Mr./Ms./Dr. {Contact's Last Name} :

Paragraph 1: Your reason for writing

Indicate if you are applying for or inquiring about a position. Name the specific position or particular career field that interests you. Mention how you learned of the job opportunity (if you were referred by a person within the organization or career field, mention his/her name and title) and why you are interested in the position and organization. If you are seeking summer employment or an internship, specify the dates you will be available.

Paragraph 2: Your qualifications

Refer to your enclosed resume and give some background information. Cite examples of your work and volunteer experience, educational preparation and skills which qualify you for the position for which you are applying. Indicate why you should be considered as a candidate, focusing upon how your skills can fulfill the needs of the organization. Relate your experience to their needs and mention specific results / achievements.

Example: During my time at Pepsi Co, I was responsible for coordinating meetings and workshops which taught me how to effectively facilitate communications between management and the project team.

Example: In addition, while working at Bank of America, I was expected to maintain my work load with little or no supervision, as well as manage team-oriented tasks with our group.

Paragraph 3: Indicate your plan for follow-up

In the closing paragraph, indicate your desire for a personal interview. You may wish to say that you will follow up with a phone call to discuss the opportunity, but make certain that you follow through. Restate your phone number in the letter. Thank the employer for his/her time and consideration.

Sincerely,

{sign your name in blue or black ink here}

Your name type

Hobart and William Smith Colleges
2175 Scandling Center
Geneva, NY 14456

December 7, 2005

Jane Doe
Director
Human Resources
Random House
1540 Broadway, 22nd Floor
New York, NY 10036

Dear Ms. Doe:

I am writing because I would like to become a part of the 2005-2006 Associates Program at Random House. I first learned of the Associates Program this summer while I was interning at Pearson Education in New York City. I have been very interested in this program for several months and I feel that my abilities are an exact match for Random House.

This summer, I interned in the Corporate Communications department at Pearson Education, the largest educational textbook publisher in the world. I had the opportunity to research, write and edit stories for the company newsletter and international magazine. I was also an active participant in several intern meetings that focused on each aspect of the publishing field.

Currently, I am a senior at William Smith College. I expect to graduate in May 2005 with a double major in English and Media and Society. While at Hobart and William Smith Colleges, I have assisted in publishing the school's weekly newspaper. I also created, edited and filmed a ten-minute documentary. Internships at a large city newspaper, a local television station and a small museum have allowed me to improve my writing, editing and communication abilities. I believe that the skills I have garnered from each of these experiences would be valuable tools in becoming an exceptional participant in the Associates Program at Random House. I am particularly excited to explore the various components of publishing by rotating through the different departments of your company.

I am extremely interested in obtaining an interview to discuss the Associates Program further. I am available by phone at (315) 787-5555 or via email at ivanajob@hws.edu. I look forward to hearing from you. Thank you very much for your time and consideration.

Sincerely,

Ivana Job

Ivana Job

WILL B. HIRED

Hobart College ♦ 1000 Scandling Center ♦ Geneva, NY 14456 ♦ (315) 781-1000
123 Main Street ♦ Anywhere, NY 10000 ♦ (123) 456-7890 ♦ willbhired@yahoo.com

OBJECTIVE: To obtain an entry level position within the financial industry that will utilize my analytical, multi-tasking and customer focused skills.

EDUCATION

Hobart College Geneva, NY
Bachelor of Arts in Economics Anticipated May 2007
Minor: International Relations GPA: 3.54

RELATED COURSEWORK

- ♦ Accounting, Econometrics
- ♦ Statistics
- ♦ Mathematical Economics
- ♦ Business Law
- ♦ Political Economy
- ♦ Economic Development and International Trade

HONORS

Orange Key Honor Society Spring 2005-present
International Honors Society in Economics Fall 2004-Present

EXPERIENCE

Merrill Lynch International London, England
Summer Analyst Summer 2004

- ♦ Provided a weekly Euro Corporate Market Update to assist the Debt Capital Market team in dealing with current and potential clients; included information about completed and current transactions as well as speculations about expected activity in the upcoming week
- ♦ Compiled research for two Managing Directors on existing and potential German-based clients by finding unleveraged debt in annual reports

RCW Mirus Cambridge, MA
Intern Fall 2003

- ♦ Assembled due diligence for an M&A transaction, which required strong organizational skills to complete research and build Excel spreadsheets
- ♦ Assisted directors providing investment banking services to private and public middle-market corporations, as well as merger advisory, private equity raising and valuation services to entrepreneurs, corporations and financial investors

MdRx Direct New York, NY
Intern Summer 2003

- ♦ Provided comprehensive market research on competing companies and industries for portfolio managers.
- ♦ Participated in weekly market strategy meetings with key office account executives
- ♦ Provided initial screening of potential clients based on their compatibility with the goals and requirements of the firm
- ♦ Developed a comprehensive database of prospective clients that was utilized by the firm

South Carolina Yacht Club Hilton Head, SC
Sailing Instructor Summer 2002

- ♦ Taught basic sailing and racing techniques to 10 children, ages 7-14
- ♦ Led daily classes on weather, safety and boating terminology
- ♦ Maintained fleet of 20 Optimus, 12 JY's and a Pearson Ensign

ACTIVITIES

Hobart Investment Club, Hobart and William Smith Colleges, Geneva, NY Fall 2003 - present
Division I Hobart Squash 2005-06, 2001-02
Division III Hobart Tennis 2001-2004

SKILLS

Computer: Proficient in Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming
Language: Proficient in the French language