Resident Assistant Application Packet includes the following materials:

- Timeline
- Job Description
- Overview of Application
- Sample Cover Letter and Resume

Application materials are to be submitted online.

Contact us at 315-781-3880
or resed@hws.edu
New RA Application Timeline
November 11th Applications available online
November 19th & 20th Tabling in Scandling
Applications can be accessed online

November 21st Information Session I
Cox 002, 8:00pm Residential Education staff will be available to answer questions about the RA position and selection process

November 26th All Spring Abroad applications due (applicants who are study abroad spring 2014)

December 3rd Cover letter and Resume Building Workshop with Career Services, 7:00pm – Stern 304

December 4th Information Session II
Stern 103, 8:00pm Residential Education staff will be available to answer questions about the RA position and selection process

December 4th, 5th, 6th Spring Abroad Interviews (only for candidates going abroad spring 2014)

February 4th Information Session III
Napier 101, 8:00pm Residential Education staff will be available to answer questions about the RA position and selection process

February 7th RA Applications due (candidates will sign up for an interview time)

February 9th Group Process - Mandatory for all new RA applicants (1-3pm or 5-7pm)

February 12th, 13th, 14th Personal Interviews (1-6pm)

February 21st New RA candidates are notified of their status

February 24th New RA acceptances are due for the position

Returning RA Application Timeline
November 11th Applications/Intent forms available online

November 26th All Spring Abroad Intent Forms due (applicants who are going abroad spring 2014)

December 1st All Spring Abroad RA Applications/SRA Applications due

December 4th, 5th, 6th Spring Abroad Interviews/Performance and Placement Reviews (only for candidates going abroad spring 2014)

December 13th All Returning RA Letter of Intents due

January 20th All Returning RA Applications/SRA Applications due

January 27th – February 7th Returning RA and SRA Interviews/Performance and Placement Reviews (Scheduled by Professional Staff)

February 14th SRAs and Returning RA applicants notified of their status

February 17th SRAs and Returning RA acceptances due
New RA Applicant
A New RA Applicant is someone who is applying to be an RA for the first time. You will participate in the group process and individual interview. If you are offered an RA position you will be placed in a residence hall that we believe you will be successful in given your skill set. If you are not offered a position, but are offered to be an alternate, you may have the opportunity fill a vacant position any time during the next academic year.

*Application Components:* Online Application, Cover Letter, Resume, Two Recommendations (template on Res Ed website).

*Application Due Date:* February 7th (If you are going abroad in Spring 2014 then your application is due November 26, 2013).

Returning RA Interview/Performance and Placement Review
A Returning RA Applicant is someone who has served in the capacity of an RA at HWS. You will not participate in group process; however, you will submit a letter of intent to return to the RA position or decline returning to the RA position. If you intend to return to the RA position, you will receive a letter inviting you to participate in an interview OR a performance and placement review. During the interview you will discuss your experiences in the area you served. Be prepared to discuss your personal style as an RA, lessons learned through your experience, getting to know residents, managing a difficult situation, etc. Additionally, interview candidates will prepare a 15 minute Power Point or Prezi presentation to address their peaks and pitfalls during their semester as an RA. Returning RAs who are invited to complete a performance and placement review will meet with a professional staff member different from their supervisor to review their semester as an RA. Additionally, you will have a chance to discuss your strengths and weaknesses and how they will be utilized into being placed in a particular residence hall/living community. While your input is strongly utilized in the RA placement process, you may not be assigned to your preferred residence hall. We value the experience and knowledge that you bring to the team and encourage you to role model and provide leadership on your assigned staff.

*Letter of Intent Due Date:* December 13th (If you are going abroad in Spring 2014 then your letter of intent is due November 26, 2013).

Senior RA (SRA) Applicant
A SRA is a leader on staff who assumes specific responsibilities and works closely with the Area Coordinator. One SRA will be placed in each RA staff area. Preference for this position will be given to a candidate who has successfully completed a semester or year as a Resident Assistant on staff. You will not participate in group process; however, you will complete the SRA Application and participate in an interview with professional staff to present a 30 minute Power Point or Prezi presentation. Additionally, this interview will consist of a verbal conversation where the candidate will be asked a series of questions. *Note:* The presentation should address a series of questions, which will be provided in the online application.

*Application Components:* Letter of Intent, Performance and Placement Review, Interview with professional staff members

*Application Due Date:* December 13 (If you are going abroad in Spring 2014 then your application is due December 1st, 2013).

*Note:* Applications for New Resident Assistant, Returning Resident Assistant and Senior Resident Assistant (SRA) candidates can be accessed online via the ResEd Website.
The Resident Assistant (RA) is a paid employee of the Office of Residential Education at Hobart and William Smith Colleges.

Requirements: 2.5 GPA or higher and good social standing.

Responsibilities include:

- 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 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.

Benefits Include: Room fee waived (~$6,000/year)
Senior Resident Assistant
Position Description 2013-2014

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

Requirements: 2.5 GPA or higher and good social standing.

Preference: Previous Resident Assistant experience and employable for the full academic year.

Responsibilities include:
- Fulfill Resident Assistant duties outlined in their signed contract including participation in duty rotation.
- Attend bi-weekly meetings with other Senior Resident Assistants.
- Conduct staff developers.
- Maintain awareness of student issues and assist Resident Assistants with understanding and knowledge of these issues.
- Attend at least one Resident Assistant Conference during the academic year.
- Serve as a peer advisor and resource for Resident Assistants and students within the context and limitations of their training.
- Coordinate the management of the duty calendar including any updates to Resident Assistant duty changes.
- Each SRA will advise one After Dark Series program per semester (in conjunction with professional staff).
- Coordinate review and follow up of duty logs for assigned duty neighborhood.
- Facilitate the Area Coordinator mid-semester evaluation process.
- Participate in SRA training and co-facilitate Resident Assistant Training. (Dates TBD)
- Coordinate one campus wide program per semester with fellow SRAs.
- Conduct two office hours per week in Residential Education.
- Participate in at least one Residential Education committee.
- Coordinate the Resident Assistant resource room, mailboxes, duty bags, and etc. on a rotating basis which is determined with professional staff.
- Other duties as assigned by Residential Education professional staff.

Benefits Include: Room fee waived (~$6,000/year), $100/month stipend; flexible meal plan options.
Hobart and William Smith Colleges
Box 0001 Scandling Center
Geneva, NY 14456

January 12, 2006

Janie Smith
Human Resources
M & A Trust
100 Main Street
Pleasantville, NY 01234

Dear Ms. Smith:

I am a junior at Hobart College working toward my Bachelor of Arts in Economics. I am seeking an internship for this summer 2006, and while researching opportunities in the field of finance, I found that you have an internship program working with mergers and acquisitions. I am writing to inquire about possible summer opportunities.

My work background and coursework have supplied me with many skills and an understanding of mergers and acquisitions. As an intern at Merrill Bank, I worked with a small team on life mandates, business development and quantitative company valuation analyses. During this experience, I was also able to assist with the development of a pitchbook; containing background information about the industries the company was operating in and interested in operating in, to financial analysis of companies that could make good takeover targets, and ways of financing the deal. I feel that the combination of my education and experience will make me a valuable candidate for your internship program, and I am excited at the opportunity this presents me.

I look forward to speaking with you in person regarding this internship and my qualifications. I can be reached at (315) 781-1234 or via email at whired@hws.edu. I will also be in the Pleasantville area during my Spring break, March 13 - March 17. I will contact you next week to see if it would be possible to meet with you during that time to discuss your program.

Thank you for your time and consideration.

Sincerely,

Will B. Hired

Will B. Hired
WILL B. HIRED  
Hobart College • 1000 Scandalming Center • Geneva, NY 14456 • (315) 781-1000  
123 Main Street • Anywhere, NY 10000 • (123) 456-7890 • willbhiired@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  
Bachelor of Arts in Economics  
Minor: International Relations  
Geneva, NY  
Anticipated May 2007  
GPA: 3.54

RELATED COURSEWORK
• Accounting, Econometrics  
• Statistics  
• Business Law  
• Political Economy  
• Mathematical Economics  
• 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  
Summer Analyst  
London, England  
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 Mius  
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 J70’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