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 2008-2009 Timeline

Nov. 12th-13th  
*Table in Scandling- Interest forms available*

November 14th  
12:30-1:00pm  
Geneva Room  
*Information Session I*  
Residential Education staff will be available to answer questions about the RA position and selection process.

November 27th  
7-8pm  
Geneva Room  
*Information Session II*  
Residential Education staff will be available to answer questions about the RA position and selection process.

November 19th  
Returning RA Applications available at Res Ed

November 28th  
New RA Applications available at Res Ed/online

December 14th  
All returning RA Applications due to Res Ed

January 7th-18th  
Returning RA Interviews (personal or phone)

January 23rd  
8-9pm  
TBD  
*Information Session III*  
Residential Education staff will be available to answer questions about the RA position and selection process.

January 25th  
New RA Applications due to Res Ed  
(candidates will sign up for interview times)

February 1st  
Group Process 6-9pm

February 2nd  
Personal Interviews 9am-6pm

February 3rd  
Personal Interviews 9am-6pm

February 15th  
Candidates are notified of their status

February 22nd  
Acceptances due for position

*New applicants that will be abroad this spring will follow the application timeline for Returning RAs.*
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.
- 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.
- 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 daily.
- Participate in mandatory staff training exercises and monthly in-service training programs.
- Participate as needed in RA Selection and Housing Selection processes.
- Assure that student behavior in the residence halls is in accord with Colleges’ policies as outlined in the Handbook of Community Standards.
- Assist with keeping the residence halls in compliance with New York State Fire Code and help to correct behavioral violations of the code.
- Develop, implement, and evaluate programs as defined by the Residential Education Programming with a Purpose model.
- 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.
- Serve as a peer advisor and resource person for students within the context and limitations of their training.
- 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.
- Other duties as assigned
Overview of Resident Assistant Application

• Applications will include a cover letter that addresses the following areas:
  o What is the position that you are applying for?
  o Why are you interested in becoming a Resident Assistant?
  o How did you hear about the position?
  o What makes you a good RA candidate? Do you have any relevant experience?
  o What interest or experience with issues of diversity would you bring to the position, to the staff, and to the students with whom you live?
  o Describe what level of responsibility you believe a RA has to serve as a role model and/or student leader?

• Applications will include a resume (example in packet).

• New applicants are required to have two letters of recommendation. At least one of these letters should come from someone on the HWS campus. Letters of recommendation may 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)

• Applicants are required to attend Group Process on Friday, February 1st from 6-9pm.

• Applicants will sign up for an individual interview time with the selection committee when they return their completed application. These interviews will take place on Saturday, February 2nd and Sunday, February 3rd from 9am-6pm.
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:
_____________________________________________________________________________________

Have you applied to go abroad? Yes/No  If so, for what semester? _______________________________
Are you student teaching or participating in an internship? Yes/No  If so, please explain:
_____________________________________________________________________________________

Contact information for your references:
Hobart and William Smith Colleges (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
Vanilla 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 intern-
ship, 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.

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 typed

Targeted Cover Letter Template

[Your Street Address]
City, State Zip

Date

Contact Name
Title
Organization
Street
City, State Zip

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 intern-
ship, specify the dates you will be available.

Paragraph 2: Your qualifications
♦ A general statement/qualification you possess
♦ Example: Effective in facilitating communications between
  management and project team.
♦ Example: Equally effective working on self-managed projects
  and as a member of a team.

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 typed
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

Present: Hobart College • 1000 Scandling Center • Geneva, NY 14456 • (315) 781-1000 • will.hired@hws.edu
Permanent: 123 Main Street • Anywhere, NY 10000 • (123) 456-7890 • willbhiredd@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, Economics
Minor: International Relations
GPA: 3.54
Geneva, NY
Anticipated May 2007

RELATED COURSEWORK
• Accounting, Econometrics
• Business Law
• Statistics
• Political Economy
• Mathematical Economics
• Economic Development and International Trade

HONORS
Orange Key Honor Society, 2005
International Honors Society in Economics, 2004

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 Mirus
Intern
Cambridge, MA
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
Intern
New York, NY
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
Sailing Instructor
Hilton Head, SC
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

INTERESTS & ACTIVITIES
Hobart Investment Club, 2003 - present
Division I Hobart Squash, 2005-05, 2001-02
Division III Hobart Tennis 2001-2004

SKILLS
Bloomberg, Microsoft Excel, PowerPoint, Word, SAS Programming and proficiency in French language