



Dear Resident Advisor Applicant:

We are looking for applicants who genuinely enjoy working with both students and staff, who demonstrate leadership and maturity, who have strong academic skills, and who are eager to learn additional interpersonal and life skills.

Remuneration

First-time RAs in 2008-09 receive a free single room (space permitting), meal plan four for the academic year, and an \$800.00 stipend per academic year (\$400.00 per semester).

Basic Qualifications

- Be enrolled as a full-time student. While preference is given to currently enrolled students, applications from transfer students will also be considered.

Preferred Qualifications

(may be used to screen applicants when number exceeds available interviews)

- Earned cumulative UW-Stout grade point average of 2.25 or higher. New RAs must have a minimum earned GPA of 2.25 at the end of the semester preceding employment. This does not include the summer term or Winterm unless the job offer is extended after the semester has begun.
- Experience in residence hall living

All RAs participate in the RA training program

The training commitments include:

- Tuesday, January 15 - Wednesday, January 21, 2009 (RAs may not be enrolled in a WinTerm course during these dates).
- Saturdays, January 24 and January 31, 2009

To Apply

- Pick up an application packet at the University Housing office in 170 Price Commons. Or, download the application materials from the University Housing web site at www.uwstout.edu/housing/.
- Complete the application and submit it to the University Housing office in 170 Price Commons. Your application file will be complete when we receive your application and all three reference forms. One reference should be completed by your current or previous RA, and two of the references by someone who is able to evaluate your qualities of leadership and responsibility as well as your group interaction and interpersonal skills. It is **strongly** recommended that a current Hall Director writes one of your references.

Application Deadlines

- Application Deadline for Spring 2009 positions: Friday, October 31st at 4:00 pm to 170 Price Commons

Should you have questions about the application process, contact me at (715) 232-2353. Thank you for your interest in the RA position.

Sincerely,

Ann Marie Hoffman
Assistant Director

Resident Advisor Application

University of Wisconsin—Stout
University Housing
170 Price Commons
Menomonie, WI 54751
(715) 232-1121

Please Type or Print

Biographical Data

Name _____ Name Used _____
Last First Middle

Student ID Number _____ Male _____ Female _____

Local Address _____ Phone _____

Permanent Address _____ Phone _____

UW-Stout E-mail Address _____

Academic Major _____ Last Semester Stout GPA _____

Academic Classification (please circle one) **Freshman Sophomore Junior Senior or Above** Cumulative Stout GPA _____

Will you be able to accept the RA position for the entire academic year? Yes _____ No _____

If "No," please explain _____

Are you a Transfer Student? Yes _____ No _____

If "Yes," name(s) of previous institution(s) _____

Residence Hall Experience

Number of semesters you have lived in residence halls: _____

Residence Halls lived in: _____ Dates: _____

Leadership Experience

List leadership experiences which you have been involved in within the past two years.

<u>Organization</u>	<u>Position/Responsibilities</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Commitments and Obligations

List your anticipated commitments and obligations during possible employment as a Resident Advisor, e.g., other employment, extracurricular activities, etc.

<u>Commitment or Obligation</u>	<u>Estimated # hrs/wk</u>
_____	_____
_____	_____
_____	_____

Employment Experience

List your most recent work experiences.

Employer _____	Dates _____
Supervisor _____	Phone _____
Address _____	
Responsibilities _____	

Employer _____ Dates _____
Supervisor _____ Phone _____
Address _____
Responsibilities _____

Employer _____ Dates _____
Supervisor _____ Phone _____
Address _____
Responsibilities _____

References

List three individuals as references. Applicants living on campus should list their current RA, their Hall Director, and someone who is able to evaluate their qualities of leadership and responsibility as well as group interaction and leadership skills.

<u>Name</u>	<u>Title</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conduct Record

Have you ever been convicted of a crime or are any charges pending against you for violating any laws or campus policies?

(Omit minor traffic violations.) Yes No

If yes, explain. (Note: a criminal record is not necessarily a bar to employment. Each application is considered on an individual basis.) _____

Questions (Must be Typed)

Answer the following questions on a separate sheet of paper and staple it to this form. Number each question and type your name at the top right hand corner.

1. What skills have you gained from past employment or leadership experiences that you believe prepare you for the RA position?
2. What experiences have you had working in a team with people who have different backgrounds or values than yours?
3. How have you balanced your time in the past, including academics, work, family, friends, activities, etc.?

To the best of my knowledge, the information I have furnished on this application is accurate. I understand that in order to determine my eligibility for the RA position and for each semester of employment the University Housing staff will check my academic record to verify my grade point average, will also verify my good standing at UW-Stout through the department and campus conduct systems, and may also perform a background check. Further, I understand that my candidate file will be closed.

Signature _____ Date _____

Return this application to the University Housing Office, 170 Price Commons

The University of Wisconsin-Stout is an Equal Opportunity / Affirmative Action Employer
committed to diversity in its people and programs.

October 2008

Applications Due on Friday, October 31st by 4pm

**Resident Advisor Applicant
Reference Form from (check one):**

- HD** (recommended) **RA**
 Personal Choice

**University of Wisconsin—Stout
University Housing
170 Price Commons
Menomonie, WI 54751
(715) 232-1121**

To the Applicant

Please 1) check the above box most appropriate for your reference writer, 2) include an envelope addressed to the University Housing Office (see address listed above) with this form when you give it to the person who has agreed to complete a reference for you, and 3) read and sign the following statement.

My signature indicates my understanding that all Resident Advisor Applicant files are closed. I further understand that my reference may be contacted for further information.

Applicant's Signature _____ Date _____

To the Reference Writer

The Department of University Housing employs a large number of students as Resident Advisors. RAs must work with students in a community living environment and assist them with their personal and academic needs and concerns. Because of this we are looking for mature, responsible, and flexible individuals who have a genuine interest in working with others. These students must be able to balance the added responsibilities of the RA position with their academic course requirements. RA job responsibilities include, but are not limited to:

- facilitating community development and individual students' growth
- helping new students adjust to UW-Stout
- encouraging student input and participation in residence hall and university programs
- supporting student leaders and government within the residence halls
- educating students about the university and residence hall procedures, policies, and regulations
- intervening in crisis and conflict situations

If you have any questions, please contact Ann Marie Hoffman, Assistant Director, University Housing at (715) 232-2353. Thank you for your time and cooperation.

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Reference Name (please print): _____

Position/Title: _____ Phone # _____

How long have you known the applicant and in what capacity? _____

How well do you know the candidate? _____

- Know very well Know fairly well General acquaintance Do not know very well

Please indicate your overall rating of this applicant.

- Recommend Highly.** This candidate possesses the necessary skills required for the RA position and would need minimal training.
- Recommend.** This candidate possesses most of the necessary skills and may need some additional training.
- Recommend With Reservations.** This candidate possesses some of the necessary skills and will need thorough training in many areas.
- Do Not Recommend.** This candidate lacks the necessary skills and/or motivation required to be an RA.
- Unable to Assess.** I lack sufficient knowledge of this applicant to evaluate the person's skill and/or motivation for being an RA.

