



All application materials are due between
9:00am & 5:00pm on January 17 & 18, 2012

Office of Residence Life
Carpenter Tower
Student Suite

Resident Assistant Application Packet

Applicant Name: _____

Please ensure that the following materials are included when submitting this packet:

Release of Educational Record (Signed)

Reference 1: _____
Name

Application (2 pages, double-sided)

Reference 2: _____
Name

Essay (Typed, limited to 2 pages)

For office use only:

Receiver's Initials: _____



MARQUETTE UNIVERSITY

Division of Student Affairs
Office of Residence Life

Certification / Release of Educational Records

The Office of Residence Life reserves the right to solicit additional references relative to your application. After the application has been completed and returned, it becomes the exclusive property of the Office of Residence Life, Marquette University. Applications are classified as personnel materials and are subject to complete confidentiality.

As part of this application process, it will be necessary for the Office of Residence Life to review your academic transcript(s) and verify your GPA/QPA. I, the above named student, hereby authorize and grant permission to Marquette University to provide copies of any and all education records at Marquette University to the Office of Residence Life. Such records include, but are not limited to, GPA and QPA.

To the best of my knowledge, the information I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to disqualification as an applicant for this position in the Office of Residence Life.

Signature of Applicant: _____ *Date:* _____

Applicant GPA and QPA are checked several times throughout the application process and employment. The first time these are checked is at the same time of individual interviews. You must hold a cumulative and semester GPA of 2.50 or higher at the time of application and employment.

More Information: http://www.marquette.edu/orl/staff/student_positions_ra.shtml

Please return the complete application packet by 5:00pm on either January 17 or 18, 2012.

Marquette University – Office of Residence Life – Carpenter Tower, Room 100 – Phone: 414-288-7208

MARQUETTE UNIVERSITY

Division of Student Affairs
Office of Residence Life



Please print all information

Applicant Information

Name _____
Last First MI Nickname _____

Gender _____ MU E-Mail Address _____

MUID _____ Birth date ____/____/____ Age: ____

Campus/Local Address _____ Cell Phone (____) _____

_____ Home Phone (____) _____

Permanent Address _____

Present Academic Classification _____ Anticipated Graduation Date: _____

Major _____ Current credit hours _____ Cumulative credit hours _____

Cumulative GPA _____ Fall 2011 Semester GPA _____

***You must hold a cumulative and semester GPA of 2.50 or higher at the time of application and employment.**

HISTORY OF RESIDENTIAL LIVING (Marquette and non-Marquette experiences):

First year _____

Second year _____

Third year _____

SPECIALTY HOUSING INTEREST: If you are interested in serving as the RA on the following floors, please indicate. Please note that for Honors, Engineering, and Nursing, you will need to be enrolled in these programs to be considered.

Dorothy Day Social Justice CommUNITY Leadership Program Engineering
 Honors Nursing Performing Arts

***For more information about these communities, please see "Learning Communities Information" page.**

****You may be selected for these floors even if you do not express specific interest in them, based on your meeting specified criteria.**

Office Use Only:

Semester GPA _____

Cumulative GPA _____

Date Confirmed _____

Staff Initials _____

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Previous Experience

If you need more space for either of these two sections please attach an additional page to this application.

EMPLOYMENT EXPERIENCE

Please indicate past employment positions, including all employment at Marquette University. Please note how many hours per week is required if you plan on continuing this employment while being an RA.

***Employment outside of the RA position is limited to 10 hours/week and subject to supervisor approval.**

Places of Employment	Dates of Employment	Position Held	Hours/Week	Continue?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ACTIVITY INFORMATION

Please indicate any organizations/activities that you have been involved in and any leadership positions held. Please note the time commitment required if you plan on continuing this activity while being an RA.

Organization/Activity	Leadership Position	Hours/Week	Continue?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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References

Please list the two (2) people that you will have complete a reference form on your behalf. It is recommended that one be a current or former RA. The second reference should be a professional (non-student) either from within or outside Marquette University who can highlight your abilities as they relate to the Resident Assistant position.

***Please note that you will collect the reference forms from these people, in sealed envelopes and return them with your completed application. References should not return the forms directly to the Office of Residence Life.**

Reference 1:

Name _____ Title _____

Relationship to Applicant: _____

Address _____

Phone # _____ E-Mail Address _____

Reference 2:

Name _____ Title _____

Relationship to Applicant: _____

Address _____

Phone # _____ E-Mail Address _____

The Office of Residence Life requires the two references specified, and will consider no additional recommendations. These references may be contacted if the Resident Assistant Selection Committee needs additional information.

Essay

Please respond to the following questions on a separate piece of paper. Limit your response to a total of two (2) typed pages.

1. What is your motivation for applying for the Resident Assistant position?
2. What knowledge and/or skills do you hope to gain from this position?
3. What personal characteristics will contribute to your success and what areas will you continue to improve on for personal growth?
4. As a role model, how can a Resident Assistant contribute to the success of campus living and create an environment that is civil and respectful for every resident?

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Office of Residence Life

Resident Assistant Applicant Reference Form

FOR THE CANDIDATE: Please give this form to one of your two references. Your reference will need to complete it and place it in a sealed envelope before returning the envelope to you. Please include both references with your application packet. Your completed application packet is due to the Office of Residence Life by 5:00 PM January 17 or 18, 2012.

OPTIONAL: I hereby waive my right to inspect and review the reference form. I understand that this form will only be used in the Resident Assistant Selection Process.

Applicant's Signature: _____ Date: _____

_____ is interested in a position as a Resident Assistant with the Office of Residence Life. This reference form is designed to help us determine whether the candidate has the qualities and experiences that will enable him/her to become a successful Resident Assistant. Applicants are selected on the basis of their concern for and ability to relate to others, sense of responsibility, leadership experience, and overall maturity. Specific qualifications include strong interpersonal skills, leadership experience and potential, and ability to be an academic and personal role model (2.5 GPA at time of application and employment and no current disciplinary action).

Specific responsibilities include:

- A. Relationships with Students** – promoting individual growth while developing a sense of community on a residence hall floor
- B. Student Conduct** – facilitating mature behavior in order to foster an atmosphere conducive to study; the consistent enforcement of University and department policies throughout the hall
- C. Programming** – planning, developing, implementing and evaluating educational, developmental and social programs both for individual floors and the entire hall; assisting in the advising and support of the hall government
- D. Administration** – performing regular administrative tasks such as writing reports and attending meetings
- E. Communication** – representing the University and department to students, parents, faculty, staff and the general public

Reference's Rating of the Candidate

Please rate this candidate on the indicators listed below based on your interaction with him/her.

Personal Traits	Excellent	Good	Fair	Poor	N/A
Personality (poise, openness, pleasantness)					
Maturity (sound decision making, open-mindedness)					
Emotional stability (disposition, personal adjustment)					
Integrity					
Acceptance of cultural and lifestyle differences					

Please provide comments about the candidate's personal traits:

Social Skills	Excellent	Good	Fair	Poor	N/A
Cooperativeness (positive attitude, supportive, teamwork)					
Communication (written and oral self-expression, listening)					
Responsibility (dependable, accurate, conscientious)					
Assertiveness (ability to deal with conflict, tact)					

- RA Application Reference Form -

Please provide comments about the candidate's social skills:

Administrative Ability	Excellent	Good	Fair	Poor	N/A
Timeliness					
Planning and organization					
Follow-through					
Attention to detail					

Please provide comments about the candidate's administrative abilities:

Which specific responsibility area (relationships with students, student conduct, event planning, administration, communication) do you think the candidate would excel at the most? Which do you think would challenge the candidate the most? Also, please include any other information you feel would be helpful to the Selection Committee. Feel free to attach a separate piece of paper, if necessary.

REFERENCE'S INFORMATION (please print)

Name _____ Title _____

Address _____ Phone # _____

Relationship to the candidate _____

How long have you known the candidate _____

Evaluator's Signature _____ Date _____

If the applicant has waived their right to view the reference form, please return the reference form to the applicant in a sealed envelope.



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Specific responsibilities include:

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- B. Student Conduct** – facilitating mature behavior in order to foster an atmosphere conducive to study; the consistent enforcement of University and department policies throughout the hall
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- RA Application Reference Form -

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Attention to detail					

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Name _____ Title _____

Address _____ Phone # _____

Relationship to the candidate _____

How long have you known the candidate _____

Evaluator's Signature _____ Date _____

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RA Selection Timeline

The RA Selection process takes several months from initial application until hiring is complete.

November 8	Info Session, AMU 227, 12:00-1:00pm (Tue)
November 10	Info Session, AMU 157, 5:00-6:00pm (Thu)
November 14	Info Session, AMU 157, 7:30-8:30pm (Mon)
November 16	Info Session, AMU 252, 7:30-8:30pm (Wed)
January 17-18	Application due to The Office of Residence Life Carpenter Tower Student Suite by 5:00 PM [^] <i>A Resident Assistant Selection Committee member will be present from 9:00 AM to 5:00 PM to accept your application packet and assist you in signing up for Group Process and an Individual Interview time.</i>
January 19	Interview Workshop, Career Services, Holthusen Hall, 8:00-9:00pm (Thu)
January 21	Group Process – Lalumiere Hall [^] <i>You will sign up for either a morning or afternoon time slot. At this event you will work with other applicants to solve problems and be evaluated by current RAs. Please dress comfortably.</i>
January 23	Interview Workshop, Career Services, Holthusen Hall, 5:30-6:30pm (Mon)
January 24	Interview Workshop, Career Services, Holthusen Hall, 6:00-7:00pm (Tue)
January 26-27	Individual Interviews – Career Services in Holthusen Hall [^] <i>This is a 30-minute interview with an Office of Residence Life employee and a current Resident Assistant. Please dress for a formal interview.</i>
February 2	RA Meet & Greet - Mashuda Ballroom, 8-9:30pm <i>This is an optional, informal event where you will have the opportunity to learn about all of the residence halls, meet the building staff, and ask any lingering questions.</i>
February 17	Notification letters are sent to applicants
April (Date to be determined)	2012-2013 Staff Meeting [^] <i>You will get a chance to meet the staff members you will be working with next year. Your Residence Hall Director will decide on a day and time for this meeting.</i>

Items with a (^) are mandatory.

Please keep this form for your reference.

More Information: http://www.marquette.edu/orl/staff/student_positions_ra.shtml

- RA Application -
Living-Learning Communities Information



Living-Learning Communities (LLC) are floors in specific buildings that focus residents on a specific major or interest area. The Resident Assistants (RA) for these floors have a few additional expectations due to the special nature of these floors. For more information on the communities, please see <http://www.marquette.edu/orl/res/specialty/index.shtml>.

In general, these expectations include:

- Attend extra meetings with the Residence Hall Director (RHD) and/or faculty members as scheduled by the RHD.
- Assist in the planning of large events for the LLC. This includes a retreat for the CommUNITY and Dorothy Day Social Justice communities.
- Fulfill the community development expectations set by the RHD. Utilize course syllabi and requirements in these efforts when possible.

CARPENTER TOWER ENGINEERING COMMUNITY

The Carpenter Tower Engineering Community is a Living-Learning Community for approximately 60 first year engineering students. There are three floors specifically designed for any first year student within the college of engineering. There is one female floor and two male floors. The community is designed to bring academics to life in the hall through specific programs throughout the year focused on the engineering interests of the residents.

COBEEN HALL NURSING COMMUNITY

The Cobeen Hall Nursing Community is a Living-Learning Community open to first-year female students enrolled in the College of Nursing. Housed in an all-female hall, this floor serves as a home for 28 women. One female RA supports this community and fosters relationships among nursing students throughout Cobeen Hall while also serving as a liaison with the College. The RA is required to be enrolled in the College of Nursing.

STRAZ TOWER HONORS COMMUNITY

This is a Living-Learning Community for first-year students involved with the Marquette University Honors Program. Approximately 100 residents take similar courses and live on designated floors in the Straz Tower community. The community hosts study programs, holds special class events in Straz, and participants work together to provide social, arts, and cultural events for members. Residents are required to be accepted to the Honors Program and participating in courses. Five Resident Assistants support the community through programs, individual assistance, and working with Honors Program faculty members. Preference is given to candidates who have participated in the Honors Program.

MCCORMICK HALL INCLUSIVE LEADERSHIP LIVING-LEARNING CommUNITY

The McCormick Hall Inclusive Leadership CommUNITY is a Living-Learning Community open to all undergraduate students. It has one male and one female wing and houses approximately 70 residents. Students from minority and majority cultures have an opportunity to interact with and learn from each other in an environment accepting of all people. Residents are required to take a class together and the RAs are expected to help plan a retreat in early September. Please see <http://www.marquette.edu/orl/res/specialty/community.shtml>.

STRAZ TOWER DOROTHY DAY SOCIAL JUSTICE LIVING-LEARNING COMMUNITY

The Dorothy Day Social Justice Living-Learning Community is a residential living community for 40 sophomore students. Opportunities include participation in community service, fundraising for non-profit organizations, engaging in educational opportunities and guest lectures, and providing events for the Marquette community. Residents are required to take a philosophy and a theology course together in addition to participating in assigned service-learning sites that are connected to the course material. Resident Assistants for these floors participate in the planning and implementation of a retreat in early September, advise programs, and help create an environment that facilitates a community focused on social justice initiatives. Preference is given to candidates who have experience with the social justice community, been participants, or identified a focus on social justice and service. Find out more at <http://www.marquette.edu/orl/res/specialty/dorothyday.shtml>.

SCHROEDER HALL PERFORMING ARTS LIVING-LEARNING COMMUNITY

The Performing Arts Living/Learning program is open to sophomores who have an interest in any of the performing arts: ballet, band, chorus, jazz, musical theatre, orchestra, plays, and spoken word. Forty eight students live together on two wings in Schroeder Hall and enroll in "Survey of the Arts" a two semester, 1.5 credit class that would be open only to program participants. Attendance each semester of a minimum of 4 public performances throughout the Marquette and Milwaukee communities will complement the course work and living experience.

Please keep this form for your reference.

More Information: http://www.marquette.edu/orl/staff/student_positions_ra.shtml