

## WESTERN NEW ENGLAND UNIVERSITY NEW RESIDENT ADVISOR SELECTION PROCESS

Thank you for your interest in the Resident Advisor position. By obtaining this application, you have taken the first step in our selection process.

Applying for the position of Resident Advisor consists of the following:

- 1) Suggested attendance at an information session
- 2) Completing the formal application
- 3) Submitting two reference forms, a cover letter and resume
- 4) Signing up for an individual interview time when you submit your materials
- 5) Participating in the individual and group interviews

Upon completion of the application process, decisions are made regarding candidacy. Final appointment and continuance in the position are contingent upon the following:

- 1) Enrollment in full time degree program
- 2) Completion of at least 24 semester credit hours
- 3) Maintaining a cumulative grade point average of at least 2.50
- 4) Successful completion of the Spring Training Program

### IMPORTANT DATES

|  |  |
|--|--|
| Application Deadline   | Friday, January 27, 2017 at 4:00PM*  |
| <b><i>*All completed application materials (see above) are DUE on this date.</i></b> |  |
| Interviews with New RA Applicants  | February 6 - February 17, 2017   |
| Group Interview (Location: CSP 400)  | Sunday, February 19, 2017 at 6:00PM  |
| Announcement of RA Candidates  | Week of February 27, 2017  |
| Spring Training Program  | Friday, March 24, 2017, 3:30PM – 5:00PM<br>Friday, March 31, 2017, 3:30PM – 5:00PM<br>Friday, April 7, 2017, 3:30PM – 5:00PM |
| RA Appointments confirmed by Residence Life  | Friday, May 26, 2017   |

### INFORMATION SESSIONS

Wednesday, November 16, 2016: Commonwealth Hall 1<sup>st</sup> Floor Lounge 7:00PM

Monday, December 5, 2016: LaRiviere Center Classroom 210 7:00PM

Wednesday, January 18, 2017: Windham Hall Lounge 8:00PM

Monday, January 23, 2017: LaRiviere Center Great Room 8:00PM

*Questions regarding the Resident Advisor position and/or application can be submitted to [raselection@wne.edu](mailto:raselection@wne.edu).*



**Office of Residence Life**  
**APPLICATION FOR THE POSITION**  
**OF RESIDENT ADVISOR**

Email completed application (including cover letter & resume) to **RASelection@wne.edu** **AND** submit hard copy application to the Office of Residence Life (2<sup>nd</sup> Floor of St. Germain Campus Center)  
**Submission Deadline: Friday, January 27, 2017 at 4:00 P.M.**

**NAME:** \_\_\_\_\_

**CAMPUS ADDRESS (if you are a commuter, please skip to Home Address):**

RESIDENCE HALL/ROOM: \_\_\_\_\_ CAMPUS BOX \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**HOME ADDRESS (for commuters and summer correspondence):**

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ MAJOR: \_\_\_\_\_ EXPECTED GRADUATION DATE (MM/YY) \_\_\_\_\_

CLASS YEAR: \_\_\_\_\_ NUMBER OF CREDITS COMPLETED AT END OF FALL 2016: \_\_\_\_\_

**PREVIOUS RESIDENCY AT WESTERN NEW ENGLAND UNIVERSITY (most recent first):**

| Residence Hall/Area | Dates of Residency |
|---------------------|--------------------|
|                     |                    |
|                     |                    |
|                     |                    |

**PLEASE INDICATE ANY ACTIVITY YOU PLAN TO BE INVOLVED IN NEXT YEAR:**

| Activity/Employment | Position | Hours/Week |
|---------------------|----------|------------|
|                     |          |            |
|                     |          |            |
|                     |          |            |
|                     |          |            |

**2017-2018 SEMESTERS AVAILABLE FOR THE POSITION:**     FALL                       SPRING

**PROFESSIONAL REFERENCES**

**Names of two persons who will complete the attached reference forms:**

One reference **MUST** be a Western New England University affiliated individual. (**NOTE: Building Supervisors cannot provide reference letters**). Completed reference forms must be returned to the Office of Residence Life by the application due date.

1. \_\_\_\_\_

2. \_\_\_\_\_

(over)

**COVER LETTER & RESUME**

All candidates must submit a cover letter and resume with their application. The cover letter should provide a brief summary of your qualifications and interest in the position. The resume should include any professional, paraprofessional and/or volunteer experiences as well as any current co-curricular involvements.

**RESOURCES**

As you complete the different sections of the RA application you may find the following resources helpful:

**Writing Resource Center**  
Churchill Hall, Room 303  
x.2036, www1.wne.edu/warp/  
Services: Writing assistance

**Career Development Center**  
Campus Center, 2<sup>nd</sup> Floor  
x.1217, www1.wne.edu/career/  
Services: Cover Letter/Resume writing & critique

**The Resident Advisor position at Western New England University is normally an appointment for the academic year, including time commitments for preparatory training and commencement. Compensation includes room and board for the academic year for individuals assigned to residence areas with mandatory meal plan participation. Individuals assigned to the apartment and townhouse complexes receive room and a meal stipend.**

**PLEASE NOTE: any financial support provided by the University may be affected by the compensation (partial or in full) of room and board. Please confer with your Client Service Representative in Student Administrative Services for more information. As employment, this position may be terminated upon decision of the University or Resident Advisor. Such termination, in writing, shall normally be with a minimum of fourteen days advance notice. Termination for cause by Western New England University shall be effective immediately. In addition, if termination occurs, residency may be revoked.**

**Any past, present or future judicial record may impact your candidacy for the RA position.**

**Potential candidates (announced in early March 2017) will be required to attend and participate in, a spring preparatory series of workshops. Due to the extensive job responsibilities of the Resident Advisor position, staff will be expected to place priority for time commitments associated with job training and responsibilities above other employment or co-curricular activities.**

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY:**

|                                    |  |
|------------------------------------|--|
| <b>Application Received (date)</b> |  |
| <b>References Received (#)</b>     |  |
| <b>Interview Scheduled</b>         |  |
| <b>Fall 2016 GPA</b>               |  |
| <b>Overall GPA</b>                 |  |
| <b>Judicial History</b>            |  |