**New Resident Advisor Application Information (2013-2014)**

Below you will find a detailed timeline of the Resident Advisor selection process. Attached is the Resident Advisor position description. **One reference form must be completed by your current Resident Advisor. The second should be completed by a Muhlenberg College faculty or staff member.** Please give the reference forms to the appropriate individuals. The application, your responses, and your references should be completed and returned to the Office of Residential Services **no later than 3:00 p.m. on Friday, January 18, 2013. Late applications will NOT be accepted.** Please keep this timeline and the RA job description for yourself.

For full consideration for an RA position, applicants must be current full-time Muhlenberg College students with a minimum cumulative GPA of 2.50. This minimum must be maintained throughout the application process. Applications that fail to meet this standard will NOT be reviewed. First year and transfer students must have a cumulative GPA of 2.50 by the application deadline. Applicants must also meet and maintain certain judicial standards for consideration.

The following checklist has been created to provide you with details regarding the RA selection process.

- **Information Sessions:** Nov. 14th or Nov 15th 7:00pm Seegers 111 not mandatory
  
  This is a great opportunity to learn firsthand about the RA position and selection process. A panel of current RAs will be there to answer all of your questions about what it’s like to be an RA.

- **Applications Due:** Friday, Jan. 18, 2013 by 3:00 p.m.
  
  Applicants will be evaluated on academic and judicial history, application content and references, as well as relevant experiences. Please remember that reference forms are considered part of the application and must be completed and returned in order for your application to be processed. **Applications and Reference Forms are to be submitted to the Office of Residential Services in Prosser Hall no later than 3:00 p.m. on Friday, January 18, 2013.**

- **Group Process:** Saturday, February 2nd approximately 9am-1pm Seegers 113 mandatory
  
  CANDIDATES MUST ATTEND. Please dress comfortably since you will be moving around a lot throughout the day. TARDINESS for your session is unacceptable and could result in your candidacy being withdrawn. Group process will begin in Seegers 113. If you have a need for any accommodations, please let ORS know in advance. Length of Group Process will be finalized after application totals are known. **PLEASE KEEP THIS DATE OPEN ON YOUR CALENDAR!**

- **Interviews:** February 4 through February 20, 2013
  
  Interviews will be conducted by a panel of representatives, including housing professionals and RAs. Interviews will last approximately one half-hour. Applicants should sign up for an interview time slot upon submission of their application. Dress is professional.

- **Offer Letters and Placement Decisions:** Wednesday, February 27, 2013
  
  Hiring decision letters should be picked up at ORS between 3 and 5 p.m. Successful candidates will receive a staff contract and position description at this time. Signed contracts need to be returned to the Office of Residential Services by 3:00 p.m. on Monday, March 11, 2013. Candidates who do not receive an initial offer may be offered a position during the following weeks until all open positions have been filled.

- **March Orientation Event:** Saturday, March 23, 2013 9am-5pm Seegers 111-113 mandatory

- **RA Class:** Wednesday, April 10 or Thursday, April 11, 2013 7-9pm Seegers 111 mandatory
  
  Once selected, new RAs will be required to attend an RA class on one of these evenings. The purpose of the course is to familiarize new RAs with the position and ways to create community on your floor.

- **August Training (week long training) ** Scheduled to begin August 16, 2013 mandatory

All questions concerning this application or the RA selection process should be directed to Becky Grace, Katy Mangold or Katie Shelley in the Office of Residential Services.
Section I

Name: ___________________________ Birthdate: _____________ ‘Berg ID#: __________________

Current Residence Hall ______________ Room __________________________

Cell # ___________________________ Box #: ________________

Gender: (   ) Male (   ) Female Muhlenberg Email: _____________________________________

Class Status (Circle One):   First Year   Sophomore   Junior

Academic Major/Minor (if applicable): ___________________________________________________

Cumulative GPA:  __________________ Anticipated Graduation Date: _________________________

How many semesters have you lived on campus? (including Spring 2013) ______________________

Please complete the table below.

<table>
<thead>
<tr>
<th>Where you lived (Hall/Room)</th>
<th>When you lived there (semesters/year)</th>
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<tbody>
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Do you have a Muhlenberg College judicial record?   (   ) Yes   (   ) No

Have you ever applied for an RA position before? If yes, when?______________________________

Please check those in which you will be involved during the 2013-2014 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Student Teaching</th>
<th>Study Abroad</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2014</td>
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</table>

I have read all selection and training dates and understand that I am required to attend all mandatory events in order to be considered for an RA/RL position (please initial) ________________
RA Room/ Suitemate Information: Resident Advisors placed in Prosser, Walz, Brown, Taylor, East, Benfer and Martin Luther do not have the option of having roommates. RAs placed in MILE Housing will have 2-3 housemates and RAs placed in Robertson or South will have 3 suitemates. Please indicate below the names/class years of your intended suitemates, should you be placed in one of these positions. All roommates approved to live with an RL in the MILE must have a 2.5 GPA and a clean judicial record.

<table>
<thead>
<tr>
<th>Mile Houses – Robertson &amp; South – The Village 2-3 Suitemates</th>
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</thead>
<tbody>
<tr>
<td>Suitemate Names</td>
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<td></td>
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</tbody>
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Placement Preferences: Please rank your preferences for residence hall/RL/Mile Property placement. Placement is strongly based upon your ability to work with the needs and interests of the residents in each hall as well as your fit with the staff team. Preferences will be considered, but are not guaranteed. Male candidates are not eligible for placement in Brown Hall. Use 1 to 15 to indicate your choices in all categories - 1 being top choice, 15 being least.

RA Positions:
- _____ Benfer Hall- upper class, 4 double rooms per suite, exterior room entrances
  *Benfer RAs will live in RA suite 102 in 3 single rooms with a shared private bathroom and may be co-ed within suite
- _____ Brown Hall- first year and upper class women, combination of singles, doubles, and triples
- _____ East Hall- upper class, combination of singles, doubles, and triples
- _____ Martin Luther (ML) Hall- upper class, mostly doubles, some singles and triples
- _____ Prosser Hall- first year, mostly doubles, some singles and triples
- _____ Taylor Hall- upper class, double rooms with private bathrooms
- _____ Walz Hall- first year, mostly doubles, some singles and triples

RL Positions:
- _____ Village- upper class, 3 singles and 1 double room per suite, kitchen and bath per suite
  *5 positions available- RL lives in a suite 102 with 4 singles and needs 3 suitemates
- _____ 2201 Chew- upper class, 2 double rooms, kitchen and bath per suite
  *RL lives in suite 202 and needs 2 suitemates
- _____ 2206 Chew St: Responsible for Chew Street, 4-person attached houses with 4 single bedrooms
- _____ 2333 Liberty St.- Responsible for Liberty Street, 4-person single houses with 4 single bedrooms
- _____ 318 Albright St. (101) Responsible for Albright & 22nd Streets, 4-person apts with 4 single bedrooms
- _____ 417 Leh St (101-001)- Responsible for Leh and 23rd Streets, 4-person units with 2 apartments, RL has own apartment with single bedroom, 3 roommates have own apt with 1 double and 1 single bedroom
- _____ 2235 Gordon St. (201)- Responsible for Gordon & Tilghman Sts, 3-person apts, 1 single and 1 double
- _____ 323 N. 22nd St.- Responsible for Greek houses, 4-person houses with 4 single bedrooms
Section II

Responses to the following items should be typed and attached to this application. You may submit the information in this section in resume format.

1. Please list all full and part-time employment experience, including on-campus positions and summer jobs. Use the following format:

   Position          Organization/Company  Dates of Employment  Duties

2. Please list all of the organizations (executive positions and/or general membership) and other relevant experiences (volunteer work, etc.) in which you have been involved. Use the following format:

   Position  Organization/Agency  Dates of Involvement  Duties/Activities

3. Please share any additional academic honors, scholarships, internships, interests, and/or hobbies.

Section III

Essays will be evaluated on content and grammar. Essays should be specific, concise, and no more than 200 words per item. Responses should be typed and attached to this application.

1. After reading the position description and observing current RAs, what interests you most about becoming a Resident Advisor? What aspects of the position are you most apprehensive about? Why? What qualifies you for a Resident Advisor position over other applicants?

2. What kinds of adjustments will you have to make in your life if you become a Resident Advisor? How do you feel about living and working in the same environment? Please consider both positive and negative aspects.

3. What characteristics do you feel are most important to being a successful Resident Advisor? What leadership experiences have you had that have helped to prepare you for a Resident Advisor position? What do you hope to gain from the RA position?

4. Define the components of a successful residential community. What role(s) do you expect a Resident Advisor to play on his/her floor? Discuss your specific plans to create a sense of community among your residents.

5. Describe your ideal staff. Include yourself as a Resident Advisor on this team, your colleagues (fellow RAs), and your Head Resident in your summary.

I verify that all of the information provided on this application is truthful and accurate. I waive my right to privacy and I understand that professional and paraprofessional staff members in the Office of Residential Services will be reviewing my College judicial and academic records throughout the selection process.

Signature: _______________________________  Date: ________________________
The aforementioned student has applied for a Resident Advisor (RA) position in our residence hall program and has given your name as a reference. As an RA, this student would serve as an advisor to a group of residents living on their floor. The responsibilities include administrative tasks, peer counseling, conflict resolution, information dissemination, role modeling of appropriate behavior, and encouraging the development of a responsible community. With these responsibilities in mind, please complete this form and return it to the Office of Residential Services by Friday, January 18, 2013. Thank you for your time and assistance.

1. How long and in what capacity have you known this candidate?

2. What strengths of this candidate qualify him/her for the position?

3. How well does this candidate relate to students?
4. What factors might limit this candidate’s performance?

5. How has this candidate demonstrated the responsibilities listed above as necessary for the RA position?

6. Additional comments:

Name: ________________________________  Position/Department: ______________________________

Signature: ________________________________  Date: ______________________________

Please return this reference form by Friday, **January 18, 2013** to:

Becky Grace  
Associate Director of Residential Education  
Office of Residential Services, Prosser Hall  
Muhlenberg College  
2400 Chew Street  
Allentown, PA 18104
Resident Advisor Recommendation Form  
*(To be filled out by a Faculty or Staff member)*

Candidate Name: ________________________________

*I hereby agree to waive my right of access to this recommendation.*

Candidate Signature: ____________________________ Date: ______________

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