



INDIANA UNIVERSITY  
SOUTH BEND

OFFICE OF HOUSING AND STUDENT LIFE  
RESIDENT ASSISTANT APPLICATION  
2019-2020 ACADEMIC YEAR

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Dear Resident Assistant Applicant,

Thank you for your interest in the Resident Assistant (RA) position within the Office of Housing and Student Life. We are excited that you would like to join our team and take on this rewarding leadership opportunity.

This packet includes everything that you will need to complete your application portfolio. Please review all of the materials thoroughly as you prepare. In addition, **you must submit a resume with your application**. Enclosed, you will find the following:

- RA Selection Process Timeline
- The RA Application
- Written Response Questions; must be typed and attached to the finished application
- Recommendation Materials; to be completed by two different references

Resident Assistants, in addition to their free room and stipend while in the position, are awarded the opportunity to develop valuable leadership skills. These acquired skills will help students stand out in their chosen field after graduation. This process is an additional opportunity for you to develop valuable skills that will assist you in your life and career choices after your time at Indiana University South Bend.

If you would like to apply for the Resident Assistant position, please be aware that all materials are due to the Office of Housing and Student Life, Community Building front desk by **Monday, January 28, 2019 no later than 5pm**. You are always welcome to turn in your application earlier. Please note that all reference materials are also due no later than **Monday, January 28, 2019 by 5pm**. Recommendation materials (letters & questionnaires) must be submitted directly by your recommender. Recommendation materials turned in by a candidate will not be accepted.

Sign-ups for individual interviews will take place at the Community Building front desk from **Monday, January 28, 2019-Friday, February 1, 2019**. Please stop by and schedule a date and time for your individual interview. Candidates will also participate in a group interview, which is scheduled for Saturday, February 9, 2019. In order to be considered for the RA position, candidates must fully complete and participate in each step of the selection process.

Should you have any questions about the position or selection process, please do not hesitate to contact Residence Coordinator, Jacob Zell (jzell@iusb.edu).

Thank you again for your interest in the Resident Assistant position here at Indiana University South Bend. We wish you the best of luck throughout the process.

Sincerely,

Office of Housing and Student Life



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OFFICE OF HOUSING AND STUDENT LIFE  
RESIDENT ASSISTANT SELECTIONS TIMELINE  
2019-2020 ACADEMIC YEAR

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**December 2018**

**Monday, December 3-** Returning RA/SRA Application available. Application will be sent to all current staff members via IUSB e-mail. New RA Application available at both Community Building Front Desk and Housing website

**Tuesday, December 4-** Information Session #1 (7-8pm, Community Building Study Lounge)

**January 2019**

**Wednesday, January 9-** Information Session #2 (7-8pm, Community Building Study Lounge)

**Tuesday, January 15-** Information Session #3 (2-3pm, Grille, Fireside)

**Monday, January 21-** Returning RA/SRA Application due by 5pm to the Community Building Front Desk

**Monday, January 21-Thursday, January 24-** Returning RAs sign up for Reflection Presentation. RAs can sign up for a date and time at the Community Building front desk.

**Friday, January 25-** Senior RA Interviews

**Monday, January 28-** New RA Application Due by 5pm. Completed applications can be submitted to the Community Building Front Desk.

**Monday, January 28- Friday, February 1-** Sign up begins for New RA individual interviews. Candidates can sign up for a date and time at the Community Building front desk; returning RA Reflection Presentation week.

**February 2019**

**Monday, February 4- Friday, February 8-** New RA Individual Interview Week #1

**Saturday, February 9-** New RA Group Interview Day (9am-3pm, University Grill)

**Monday, February 11- Friday, February 15-** New RA Individual Interview Week #2

**Wednesday, February 20-** Decision letters sent to both returning and new RAs via IUSB e-mail.

**Wednesday, February 27-** Signed Acceptance Letters due to Community Building Front Desk by 5pm.

**April 2019**

**Monday, April 8-** Meet and Greet 2018-2019 RA staff (8pm. Location will shared with new staff via IUSB e-mail).

**August 2019**

**Saturday, July 27 -** Senior RA returns for Fall 2018 training and preparation

**Saturday, August 3-** All Resident Assistant staff return for Fall 2017 training (return by 12 noon).



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RESIDENT ASSISTANT APPLICATION FOR 2019-2020 ACADEMIC YEAR

Thank you for your interest in being a Resident Assistant for the 2019-2020 academic year. As you are aware, the RA position requires a great deal of time, energy, commitment, and self-motivation. Therefore, you will need to demonstrate your ability to serve as a leader and role model for incoming residents. Please be aware that we do not guarantee that you will receive the RA position.

***Please write neatly or type your responses to the questions on this application.***

Name: \_\_\_\_\_

Campus Address: *(Building/Apt & Room or Street Address)* \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ *(Street Address)*

\_\_\_\_\_ *(City, State, Zip)* \_\_\_\_\_ *(Cell Phone Number)*

Student ID Number: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Current Class Standing:    FR    SO    JR    SR

Honors student?    Yes    No

Major/Minor: \_\_\_\_\_

Number of Semesters lived on campus: \_\_\_\_\_

Have you ever been on academic probation?    Yes    No

*If yes, please attach an explanation.*

Have you been found responsible through the Office of Student Conduct?    Yes    No

*If yes, please attach an explanation.*

I certify that the information I have provided on this application is accurate and complete. I also understand that the Office of Housing and Student Life may choose to discuss my candidacy with other appropriate college officials as a means to further determine my suitability as a Resident Assistant. I understand that the Office of Housing and Student Life will do a G.P.A and also check with the Office of Student Conduct to ensure that I meet the minimum requirements needed to be a Resident Assistant. **I have reviewed the RA Position Description and any additional materials provided with this application and have a full understanding of the position requirements as outlined.**

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

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



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Please attach a separate **typed** sheet(s) of paper to this application with your responses to the following questions. We ask that you answer as completely and thoroughly as possible.

1. Write a brief personal statement that describes any relevant personal characteristics, strengths, skills, or experiences that would make you a good candidate for the Resident Assistant position. *(250 word max)*
2. The core values of the Office of Housing and Student Life are Community, Integrity, Respect, Diversity, Learning, and Leadership. These core values shape the mission and vision of the Resident Staff Program. Please choose **two** of the six core values and explain how you would embody those core values as a Resident Assistant. You may provide relevant personal examples to help you answer the question. *(500 word max)*
3. An important role of the Resident Assistant is to create a safe, inclusive, and welcoming community. Briefly, explain what a safe, inclusive, and welcoming community looks like to you in the context of River Crossing Housing. What steps would you take to create that kind of community in your building? *(500 word max)*
4. Although the Resident Assistant position demands a significant amount of time and energy, our staff members find the job extremely rewarding. How will you manage your time and activities and make the Resident Assistant position a priority? *(250 word max)*
5. Optional Response: Do you have anything additional to share that would assist us in reviewing your application?



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**REFERENCE INFORMATION:**

Please provide the names of two individuals you have asked to serve as a reference for you. A Resident Assistant may be ONE of your references. We encourage you to use a supervisor, Indiana University South Bend professional staff member, or faculty member to complete the second reference. A current Housing professional staff member may not serve as your reference. Please do not ask friends, roommates, or family members to serve as a reference for you. *Please remind your references that they will need to submit both their letter and questionnaire to the Office of Housing and Student Life no later than Monday, January 28, 2019 at 5pm.*

**Reference #1:** Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_

**Reference #2:** Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_

***The Family Educational Rights and Privacy Act of 1974 open many student records for the students' inspection. The law also permits students to sign a waiver relinquishing their rights to inspect letters of reference.***

I, \_\_\_\_\_, (print name)  waive  do not waive my rights to view the information provided in reference letters received by Housing and Student Life.

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

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



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**RECOMMENDATION Requirement**

Please provide **both this page and the following** to your reference as it has the information needed for your recommendation.

Candidate Name: \_\_\_\_\_

**TO BE COMPLETED BY REFERENCE:**

Name: \_\_\_\_\_

Signature of Recommender: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

**Please complete the following steps to complete your reference for the above candidate.**

- 1) On the following page, please complete the Recommendation Questionnaire by making an honest judgment on the qualities of the student you are evaluating.
- 2) Indicate your overall recommendation for the above applicant by checking one of the following boxes:
 

Do Not Recommend   
  Recommend with Reservations   
  Recommend   
  Highly Recommend
- 3) On a separate piece of paper, please explain your recommendation in a written letter of reference (*500 words max*).
- 4) Please attach this form to your letter of recommendation and submit to Residence Coordinator, Jacob Zell via email or mail no later than Monday, January 28, 2019 at 5pm.

**PLEASE RETURN THIS REFERENCE TO:**  
**Residence Coordinator – Jacob Zell (jzell@iusb.edu) through email or in person to**  
**IUSB Community Building- 1735 Titan Drive, South Bend, Indiana 46613**  
**No later than: Monday, January 28, 2019 by 5pm**



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