



# Department of Residence Life And Housing

Dear Resident Assistant applicant:

Thank you for applying for a Resident Assistant (RA) position at The University of Akron for the Fall 2012 – Spring 2013 academic year. The RA is primarily responsible for providing a safe, secure, and educational living environment conducive to the academic and personal development of the student. The RA is also responsible for creating a community within the residence halls that encourages students to develop themselves intellectually, emotionally, socially, physically, vocationally, and spiritually. It is a job which requires a substantial amount of time and restructuring of personal priorities. Residence hall staff members develop a high level of leadership ability and independent personal growth.

The minimum qualifications for the RA position are:

- Applicants must have completed one (1) semester as a full time student (at least 12 credit hours) at the University of Akron or any other institution of higher education, or be currently enrolled in their 1<sup>st</sup> semester. Graduate student Resident Assistants are required to enroll in and complete nine (9) academic credits. Courses must be taken for a letter grade.
- A 2.50 cumulative grade point average as well as a 2.50 grade point average for the semester preceding employment is required.
- Must be enrolled as a full-time student with a minimum of 12 credit hours (9 credit hours for graduate students) to maintain employment.
- Good conduct standing with the University (not currently on disciplinary probation) and no felony record.

Position Requirements

- Must work up to 32 hours (2 hours per week, unpaid) at the service desk per semester
- Must be able to return early, stay late, and be available over breaks
- Must be available for training over winter break, be available for spring opening, be available for other department events throughout the academic year, and be able to stay late after the halls close in May.
- Must attend in-service trainings as scheduled.
- Fulfill specific RA position responsibilities as noted in the RA Position Description

Compensation:

- Room and board (The Department of Residence Life and Housing reserves the right to assign the resident assistant roommates as needed)
- Valuable leadership experience and the opportunity to work alongside other campus leaders

As part of the Residence Life and Housing team, you must have pre-approval from the department regarding outside employment opportunities. **Also, due to the time commitment that the position requires, student teaching/cooperative education/internship opportunities are available for second year Resident Assistants only.** As you are aware, Resident Assistants earn the value of room and board for tasks they perform. The Financial Aid Office is informed of this award and includes the value in the computation of financial aid. If you are currently receiving financial aid, contact the Financial Aid Office (330-972-7032) and indicate that you need to know if the RA compensation award will impact your financial aid package.

Information included in this packet is as follows:

- Detailed information about how to apply for the position including what to include in your essay and resume
- Resident Assistant Candidate information form
- Three Resident Assistant Applicant Reference Forms and information about who to have fill them out

**The University of Akron is an Equal Education and Employment Institution.**

**-Resident Assistant Application-**

Updated October 10, 2011



# Department of Residence Life And Housing

## Application Process Timeline

- Application information and forms will be posted on the Residence Life and Housing website starting on January 1, 2012
- Application materials are to be turned in to the Residence Life and Housing office in Ritchie Hall marked ATTN: Kristen Karasek, Committee Chair
- Completed applications will be accepted through 5:00 PM on February 3
- Review of applications will occur February 3 – February 10
- Interview invitations will begin February 13, based on completed applications as well as date and time stamped as received.
- Interviews will be held February 16-18

If you have any questions regarding the Desk Manager position or the application process, please feel free to contact either Kristen Karasek at 330-972-4118 or via email: [klk30@uakron.edu](mailto:klk30@uakron.edu) or contact Michael Strong at 330-0972-6593 or via email: [mstrong@uakron.edu](mailto:mstrong@uakron.edu). Thank you and we wish you the best of luck in your process!

**APPLICANTS MUST SUBMIT COMPLETED DESK MANAGER APPLICATION, ESSAY, RESUME, CANDIDATE INFORMATION FORM, AND THREE REFERENCES TO RITCHIE HALL BY 5:00 PM FEBRUARY 3 TO BE ELIGIBLE FOR CONSIDERATION.**

Sincerely,

Kristen Karasek

Residence Life Coordinator

Student Staff Selection Chair

Michael Strong

Associate Director



# Department of Residence Life And Housing

## Resident Assistant Application Information

These forms must be completed, signed and attached to the other required materials in order for your candidacy to be considered.

### Applicant Essay

An applicant essay is a good way to provide information that may not come through a resume. It is your opportunity, through answering the essay questions, to provide the application reviewers an idea of who you are and what kind of RA you would be.

- Answer the questions to the best of your abilities
- Be true to yourself, do not provide information that does not accurately represent you and your personality
- Type your essay, using 1 inch margins and 12 pt. font, while creativity is important, reviewers are not looking for “fun” fonts or images.
- Proofread your essay, the RA position has a variety of administrative tasks and correct spelling and grammar is important

### Resume

There are many different formats of resumes to choose from. We are not requiring a specific format, however, there is some information that you will definitely want to include for this particular resume:

- Your educational background including your current class standing (Freshman, Sophomore, etc.), your cumulative GPA, your Fall 2010 GPA, your major/program, if/when you attended any other colleges/universities
- Any paid work experience or volunteer experience that would have transferable skills to the RA position
- Any extracurricular or co-curricular activities in which you have participated
- Any leadership positions you have held
- Any honors or awards you have received
- Names, titles, addresses, and telephone numbers of three references (see details below)

For more tips and assistance, contact the UA Career Center at <http://www.uakron.edu/career/>

### References

Each of the three references that you indicated on your resume, need to fill out a Resident Assistant Applicant Reference Form. Common practice is to give a reference at least two weeks to fill out the form and return it. It is acceptable to give the reference a reminder close the due date. If you cannot give two weeks, for some reason, give as much time as possible, your references are likely very busy people. At least two of these references must be professional references such as a current supervisor, academic advisor, professor, Residence Life Coordinator, etc. If you currently live on campus, one of your references must be your current RA. If you live off campus, a personal reference (no relatives or significant others, please) can serve as your third reference.

**ALL REFERENCES ARE DUE TO RITCHIE HALL OR EMAILED TO KRISTEN KARASEK AT [klk30@uakron.edu](mailto:klk30@uakron.edu)  
BY 5:00 PM FEBRUARY 3**

### Candidate Information Form

On the next page, you will find a candidate information form. Please detach from packet and fill out this form. Be sure to sign and date it and turn it in with your cover letter and resume.

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**-Resident Assistant Application-**

Updated October 10, 2011



# Department of Residence Life And Housing

## Resident Assistant Candidate Information Form

*Please print legibly in black ink*

<b>SID#:</b>	_____	<b>DATE:</b>	_____
	Student Identification Number		mm/dd/yyyy
<b>NAME:</b>	_____	_____	_____
	Last	First	Middle or Initial
<b>ADDRESS:</b>	_____	_____	_____
<b>Permanent</b>	Number Street	City	State Zip
<b>ADDRESS:</b>	_____	_____	_____
<b>Campus</b>	Number Street	City	State Zip
<b>TELEPHONE:</b>	_____	_____	_____
	Home	Work	Cell
<b>E-MAIL ADDRESS:</b>	_____	_____	
	UAnet ID and E-Mail	Personal Email (Optional)	

Please indicate if and when you will be involved in any of the following for Fall 2011 or Spring 2012:

\_\_ Student Teaching Days and Times: \_\_\_\_\_

\_\_ Internship Days and Times: \_\_\_\_\_

\_\_ Co-Op Days and Times: \_\_\_\_\_

\_\_ Other (please give specific information): \_\_\_\_\_

How did you learn about the Resident Assistant Position? \_\_\_\_\_

### Applicant Essay Questions

Answer the following three questions typed with 12pt. font, 1in. margins, double spaced not to exceed 2 pages.

- 1) Why do you want to become a Resident Assistant?
- 2) What experiences have you had that you believe prepare you for the Residence Assistant role?

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-Resident Assistant Application-

Updated October 10, 2011



# Department of Residence Life And Housing

- 3) What does it mean to be part of a community and how would you create that community on your floor?



# Department of Residence Life And Housing

**PLEASE READ:**

I acknowledge that I am eighteen years of age or older and am eligible to work and live in a University of Akron residence hall. I understand that my employment as a Resident Assistant is contingent upon a successful criminal background check as set forth by university established criteria that will be completed in August prior to the start of the upcoming academic school year. Further I understand that as a residential staff employee of The Department of Residence Life and Housing I will be expected to live on campus and my room assignment and location will be determined at a later date.

**PLEASE READ:**

I hereby certify that the information set forth in this application and during my selection interviews is true and accurate to the best of my knowledge. I realize that past and present employment records, references, medical and law enforcement records, criminal backgrounds and/or other information stated by me are subject to inquiry. I hereby authorize The University of Akron to investigate any of this information. I agree to comply with all the University rules, regulations and policies. The acceptance of this application by The University of Akron does not constitute a guarantee of employment.

**I agree to be bound by the terms and conditions**

**Yes**

**No**

*Sign*

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



# Department of Residence Life And Housing

## Reference Form

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

Date: \_\_\_\_\_

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

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

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

The person listed above has applied for a Resident Assistant with the Department of Residence Life and Housing at The University of Akron. The Resident Assistant is a staff member who is under contract to the Department of Residence Life and Housing. He/she reports and is directly supervised by a Residence Life Coordinator or Graduate Residence Director, a professional staff member of the Department of Residence Life and Housing. Resident Assistant's have frequent and direct communication with residential students. Therefore, they have an outstanding opportunity to contribute to the development and education of individuals. They also have responsibility to implement programs and policies through which the goals of Residence Life can be accomplished. It is our expectation that the RA is sincerely interested in the welfare of the students of The University of Akron and is constructively supportive of both the students and the institution. For a complete job description, please visit our website at <http://www.uakron.edu/reslife/leadership-employment-opportunities.dot>

\*\*\*\*\*

**STUDENT WAIVER (optional):** In accordance with the Family Educational Rights and Privacy Acts of 1974, (Pub. Law 93-380) a student may sign a waiver of his/her rights to access certain confidential recommendations and evaluations. Student waivers are not required as a condition for appointment or receipt of any other services or benefits from the Department of Residence Life and Housing.

For, and in consideration of the services rendered by the Department of Residence Life and Housing, its agents or employees, in receiving, making or maintaining confidential recommendations and evaluations on my behalf, I (the undersigned), a student of The University of Akron, hereby voluntarily waive any and all of my rights to access any such confidential recommendations or evaluations made or maintained by the Department of Residence Life and Housing, its agents or employees, regarding my application for appointment to the position of Resident Assistant.

-----  
*Signature*

*Date*

\*\*\*\*\*

Respondent's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How well do you know this applicant:  Very Well  Fairly Well  Casually

How long have you known this applicant: \_\_\_\_\_



# Department of Residence Life And Housing

## Reference Form

Instructions: Please choose the option which best represents the candidate's skills or abilities. Use comment section for additional information or clarification.

### Ability to Lead and Work with Others

Consider the ability to inspire others, to coordinate and lead activities, to facilitate group interaction, and to respond appropriately to suggestions and criticism.	
<input type="checkbox"/>	Inspiring to others, very cooperative, strong force to group morals
<input type="checkbox"/>	Works well with others, very adaptable
<input type="checkbox"/>	Can do satisfactory work with others, but tends to work alone
<input type="checkbox"/>	Not a team player, antagonizes people
<input type="checkbox"/>	No chance to observe

Comments:

### Personality

Consider the applicant's ability to make a pleasant impression and ability to deal with a wide range of personalities	
<input type="checkbox"/>	Great impression, easily interacts with a wide variety of people
<input type="checkbox"/>	Favorable impression
<input type="checkbox"/>	No particular impression
<input type="checkbox"/>	Minor difficulties with a few people
<input type="checkbox"/>	Somewhat irritating

Comments:

### Social Sensitivity

Consider the applicant's ability to be sensitive to and understanding of others' reactions and feelings and the ability to make effective responses to them.	
<input type="checkbox"/>	Exceptionally sensitive and responsive to others
<input type="checkbox"/>	Genuinely tries to be sensitive, not always able to respond effectively
<input type="checkbox"/>	Sometimes shows sensitivity, not always able to respond effectively
<input type="checkbox"/>	Often not alert to others' feelings
<input type="checkbox"/>	No chance to observe

Comments:



# Department of Residence Life And Housing

## Reference Form

### Sensitivity to and Appreciation of Diversity

Consider the applicant's ability to be sensitive to and understanding of diversity issues and their ability to respond effectively to them.	
<input type="checkbox"/>	Exceptionally sensitive, aware of issues, and responsive to them
<input type="checkbox"/>	Genuinely tries to educate self and understand issues
<input type="checkbox"/>	Sometimes shows sensitivity, not always able to respond effectively
<input type="checkbox"/>	Could be considered closed minded
<input type="checkbox"/>	No opportunity to observe

**Comments:**

### Communication Skills

Consider the applicant's communication style and skills, both written and verbal	
<input type="checkbox"/>	Convincing, excellent command of words, excellent writing skills in both composition and mechanics (punctuation,
<input type="checkbox"/>	Logical, good self-expression, good writing skills both in composition and mechanics
<input type="checkbox"/>	Usually get ideas across, sometimes vague and/or writing skills could use improvement
<input type="checkbox"/>	Frequently vague and/or writing skills are at a detriment either in composition or mechanics
<input type="checkbox"/>	No opportunity to observe

**Comments:**

### Maturity

Consider the applicant's common sense, judgment, integrity, and self-awareness.	
<input type="checkbox"/>	Displays mature and responsible behavior, is respected by peers
<input type="checkbox"/>	Is mature and responsible in most situations
<input type="checkbox"/>	Displays average maturity for age, sometimes influenced to act against better judgment
<input type="checkbox"/>	Displays immature behavior, often responds inappropriately
<input type="checkbox"/>	No opportunity to observe

**Comments:**



# Department of Residence Life And Housing

## Reference Form

### Responsibility

Consider the degrees to which the applicant is dependable, prompt, able to manage time effectively, and willing to take initiative.	
<input type="checkbox"/>	Very dependable, always completes tasks, takes initiative
<input type="checkbox"/>	Works hard if interested, generally reliable, needs direction
<input type="checkbox"/>	Satisfied just to get by, somewhat unreliable
<input type="checkbox"/>	No chance to observe

Comments:

### Emotional Stability

Consider the applicant's response to stressful situations and evenness of disposition and mood	
<input type="checkbox"/>	Very stable, exceptionally capable of dealing with stress
<input type="checkbox"/>	Even disposition, stress occasionally disrupts life
<input type="checkbox"/>	Stable in ordinary situations, but disorganized by problems, prone to worry excessively
<input type="checkbox"/>	Tends to be overly emotional, tension evident and very disruptive
<input type="checkbox"/>	No opportunity to observe

Comments:

### Overall Recommendation

Do you recommend that the applicant be hired as an RA?	
<input type="checkbox"/>	Definitely hire, explanation below
<input type="checkbox"/>	Probably hire, consider reservations below
<input type="checkbox"/>	Probably do not hire, reservations below
<input type="checkbox"/>	Definitely do not hire, explanation below

Comments:



# Department of Residence Life And Housing

## Reference Form

### Other Information

What do you see as the re-applicant's greatest strengths?
What areas would you be concerned about?
What areas would you suggest we explore further?

**Please return this form no later than February 3 at 5:00pm. Thank you.**

Contact Person: Kristen Karasek  
Residence Life Coordinator  
Phone: (330) 972-4118  
Email: klk30@uakron.edu

Or

Michael Strong  
Associate Director  
Phone: (330) 972-6593  
Email: mstrong@uakron.edu

Mailing Address:

Department of Residence Life and Housing  
DM Selection – c/o Kristen Karasek  
The University of Akron  
Ritchie Hall 119  
Akron, OH 44325-1401

Fax: (330) 972-5662



# Department of Residence Life And Housing

## Reference Form

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

Date: \_\_\_\_\_

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

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

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

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For, and in consideration of the services rendered by the Department of Residence Life and Housing, its agents or employees, in receiving, making or maintaining confidential recommendations and evaluations on my behalf, I (the undersigned), a student of The University of Akron, hereby voluntarily waive any and all of my rights to access any such confidential recommendations or evaluations made or maintained by the Department of Residence Life and Housing, its agents or employees, regarding my application for appointment to the position of Resident Assistant.

-----  
*Signature*

*Date*

\*\*\*\*\*

Respondent's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How well do you know this applicant:  Very Well  Fairly Well  Casually

How long have you known this applicant: \_\_\_\_\_



# Department of Residence Life And Housing

## Reference Form

Instructions: Please choose the option which best represents the candidate's skills or abilities. Use comment section for additional information or clarification.

### Ability to Lead and Work with Others

Consider the ability to inspire others, to coordinate and lead activities, to facilitate group interaction, and to respond appropriately to suggestions and criticism.	
<input type="checkbox"/>	Inspiring to others, very cooperative, strong force to group morals
<input type="checkbox"/>	Works well with others, very adaptable
<input type="checkbox"/>	Can do satisfactory work with others, but tends to work alone
<input type="checkbox"/>	Not a team player, antagonizes people
<input type="checkbox"/>	No chance to observe

**Comments:**

### Personality

Consider the applicant's ability to make a pleasant impression and ability to deal with a wide range of personalities	
<input type="checkbox"/>	Great impression, easily interacts with a wide variety of people
<input type="checkbox"/>	Favorable impression
<input type="checkbox"/>	No particular impression
<input type="checkbox"/>	Minor difficulties with a few people
<input type="checkbox"/>	Somewhat irritating

**Comments:**

### Social Sensitivity

Consider the applicant's ability to be sensitive to and understanding of others' reactions and feelings and the ability to make effective responses to them.	
<input type="checkbox"/>	Exceptionally sensitive and responsive to others
<input type="checkbox"/>	Genuinely tries to be sensitive, not always able to respond effectively
<input type="checkbox"/>	Sometimes shows sensitivity, not always able to respond effectively
<input type="checkbox"/>	Often not alert to others' feelings
<input type="checkbox"/>	No chance to observe

**Comments:**

The University of Akron is an Equal Education and Employment Institution.

-Resident Assistant Reference-

Updated October 10, 2011



# Department of Residence Life And Housing

## Reference Form

### Sensitivity to and Appreciation of Diversity

Consider the applicant's ability to be sensitive to and understanding of diversity issues and their ability to respond effectively to them.	
<input type="checkbox"/>	Exceptionally sensitive, aware of issues, and responsive to them
<input type="checkbox"/>	Genuinely tries to educate self and understand issues
<input type="checkbox"/>	Sometimes shows sensitivity, not always able to respond effectively
<input type="checkbox"/>	Could be considered closed minded
<input type="checkbox"/>	No opportunity to observe

**Comments:**

### Communication Skills

Consider the applicant's communication style and skills, both written and verbal	
<input type="checkbox"/>	Convincing, excellent command of words, excellent writing skills in both composition and mechanics (punctuation,
<input type="checkbox"/>	Logical, good self-expression, good writing skills both in composition and mechanics
<input type="checkbox"/>	Usually get ideas across, sometimes vague and/or writing skills could use improvement
<input type="checkbox"/>	Frequently vague and/or writing skills are at a detriment either in composition or mechanics
<input type="checkbox"/>	No opportunity to observe

**Comments:**

### Maturity

Consider the applicant's common sense, judgment, integrity, and self-awareness.	
<input type="checkbox"/>	Displays mature and responsible behavior, is respected by peers
<input type="checkbox"/>	Is mature and responsible in most situations
<input type="checkbox"/>	Displays average maturity for age, sometimes influenced to act against better judgment
<input type="checkbox"/>	Displays immature behavior, often responds inappropriately
<input type="checkbox"/>	No opportunity to observe

**Comments:**



# Department of Residence Life And Housing

## Reference Form

### Responsibility

Consider the degrees to which the applicant is dependable, prompt, able to manage time effectively, and willing to take initiative.	
<input type="checkbox"/>	Very dependable, always completes tasks, takes initiative
<input type="checkbox"/>	Works hard if interested, generally reliable, needs direction
<input type="checkbox"/>	Satisfied just to get by, somewhat unreliable
<input type="checkbox"/>	No chance to observe

### Comments:

### Emotional Stability

Consider the applicant's response to stressful situations and evenness of disposition and mood	
<input type="checkbox"/>	Very stable, exceptionally capable of dealing with stress
<input type="checkbox"/>	Even disposition, stress occasionally disrupts life
<input type="checkbox"/>	Stable in ordinary situations, but disorganized by problems, prone to worry excessively
<input type="checkbox"/>	Tends to be overly emotional, tension evident and very disruptive
<input type="checkbox"/>	No opportunity to observe

### Comments:

### Overall Recommendation

Do you recommend that the applicant be hired as an RA?	
<input type="checkbox"/>	Definitely hire, explanation below
<input type="checkbox"/>	Probably hire, consider reservations below
<input type="checkbox"/>	Probably do not hire, reservations below
<input type="checkbox"/>	Definitely do not hire, explanation below

### Comments:



# Department of Residence Life And Housing

## Reference Form

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Email: mstrong@uakron.edu

Mailing Address:

Department of Residence Life and Housing  
DM Selection – c/o Kristen Karasek  
The University of Akron  
Ritchie Hall 119  
Akron, OH 44325-1401

Fax: (330) 972-5662



# Department of Residence Life And Housing

## Reference Form

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-----  
*Signature*

*Date*

\*\*\*\*\*

Respondent's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

How well do you know this applicant:  Very Well  Fairly Well  Casually

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# Department of Residence Life And Housing

## Reference Form

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Comments:

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Comments:

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<input type="checkbox"/>	Sometimes shows sensitivity, not always able to respond effectively
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Comments:



# Department of Residence Life And Housing

## Reference Form

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# Department of Residence Life And Housing

## Reference Form

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Comments:

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Comments:

### Overall Recommendation

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<input type="checkbox"/>	Definitely hire, explanation below
<input type="checkbox"/>	Probably hire, consider reservations below
<input type="checkbox"/>	Probably do not hire, reservations below
<input type="checkbox"/>	Definitely do not hire, explanation below

Comments:



# Department of Residence Life And Housing

## Reference Form

### Other Information

What do you see as the re-applicant's greatest strengths?
What areas would you be concerned about?
What areas would you suggest we explore further?

**Please return this form no later than February 3 at 5:00pm. Thank you.**

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Or

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