



CENTRAL WASHINGTON UNIVERSITY

Welcome to the CWU Resident Assistant Staff Application Process. We hope you will enjoy your involvement, and encourage you to be yourself, relax, and learn from this experience. What follows is a brief explanation of the application process and the forms you will need to complete in the process.

To be fully considered as a candidate, you will need to complete and return the following:

- Application Form
- Application Questions
- Resume
- True Colors form
- Two references

In addition to the application process, you will need to sign up for and attend both a group interview and an individual interview. Please sign up for both interviews when you return your application to the Barto Residence Life Office.

Below is a timeline of our hiring process:

- November 2: Materials for RA applications posted online and paper packets available at Barto and Button
- November 5-January 11 – Info Sessions (in hall lounge at 7PM)
 - ❖ Thursday, November 5-Kamola
 - ❖ Tuesday, November 10-Barto
 - ❖ Thursday, November 12-Meisner
 - ❖ Monday, November 16-Wendell Hill A
 - ❖ Tuesday, December 1-Quigley
 - ❖ Wednesday, January 6-Kamola
 - ❖ Monday, January 11-Al-Monty
- Tuesday, January 19 – All applications due to Barto Residence Life Office by 12 Noon
- Friday, January 29, 5-9pm, or Saturday, January 30, 10am-2pm–Group Interviews (required)
- February 1-4 – Individual Interviews (required)
- March 8-12 – Decision letters out

If you have any questions, concerns or need accommodations, please feel free to contact Mike Mierzwinski.

Mike Mierzwinski
Residence Hall Coordinator
mierzwin@cwu.edu
509.963.1196

The Housing staff looks forward to meeting you!

Resident Assistant Position Responsibilities

Resident Assistants (RAs) are paid student staff members who live in University residence halls to help build positive residential learning communities that complement and extend classroom learning and support the statement of community.

RAs are expected to create residential environments that enhance student academic progress and success;

- ...to promote the intellectual life of the residents
- ...to create opportunities for students to explore and clarify their interests, values and attitudes
- ...to build inclusive and reflective environments in which differences of background and belief are explored
- ...to provide personal and academic counseling and referral
- ... to participate and coordinate programs as stated in the programming model
- ... to know and explain University policies
- ... to be available to students, and to encourage student responsibility and accountability.

(Adapted from Stanford University.)

For a complete position description, go to the University Housing, Wellness, and New Student Programs website's employment section at <http://www.cwu.edu/~housing/employment/>.

The Application Form

Please complete the attached form, including information about activities in which you have been involved in or leadership roles that you have held. University Housing, Wellness, and New Student Programs will verify your grades through the Student Information System.

Resume

Please attach a copy of your current resume along with your application form. If you have not previously created a resume, you may contact Career Services for assistance, Barge Hall 204, 509.963.1921, career@cwu.edu.

True Colors form

True Colors is a brief personality assessment that helps to accurately determine one's characteristics and traits, and this will be used in combination with application materials and the group and individual interview sessions. This is used as a staff team is a combination of characteristics, traits, and experiences, and having a balance of different characteristics, traits, and experiences helps to better serve our residents. Please read the instructions carefully, review the sample provided, and then complete the form.

Reference Forms

Two reference forms completed;

- A. one reference form from a staff member (current Resident Assistant or Residence Hall Manager) in the building you currently live,
- B. one reference form must be completed from someone that meets one of the following standards:
 - 1) A past or present employer
 - 2) A faculty or staff person from CWU, your high school OR another college you attended

Reference sources are required to include a current telephone number in the event of additional information or questions regarding the candidate. The reference forms and any supplemental letter of references must be either faxed from the source to 509.963.1310, or mailed from the source to:

Central Washington University
University Housing, Wellness, and New Student Programs
400 E. University Way – MS 7587
Attn: RA Selection Committee
Ellensburg, WA 98926-7587

All application materials are due to the Barto Housing Office by **Tuesday, January 19, 2010 by 12 Noon**. Please keep the first and second pages of this application (this page and the prior page) for your reference as you complete this process.

If you have any questions please contact Mike Mierzwinski at mierzwin@cwu.edu or by phone at 509.963.1196.

Central Washington University
RESIDENT ASSISTANT APPLICATION 2010-2011

University Housing and New Student Programs/Barto Office
400 E. University Ave., MS7587, Ellensburg, WA 98926-7587 509.963.1323

**ALL APPLICATION MATERIALS MUST BE SUBMITTED TO:
BARTO RESIDENCE LIFE OFFICE by Tuesday, January 19, 2010 by 12 Noon**

Qualifications:

- 1) Experience as a student in a College or University residence hall. A minimum of one academic year (preferred) prior to assuming the position and at least one quarter in a CWU residence hall.
- 2) Maintain full-time student status at CWU (12 undergraduate/10 graduate credits or more) during employment.
- 3) Have a cumulative GPA of 2.3 and a 2.3 quarter GPA in the most recent quarter prior to the application deadline.
- 4) Sign up for both the individual and group interviews in the Barto Residence Life Office after submitting a completed application.

Background and Educational Information (Please print clearly or type)

Name _____ Student ID# _____

Present Address: (Hall and room number if on campus) _____

Phone () _____ Cell: () _____

Permanent Address: _____

Permanent Phone () _____

of quarters in Residence Halls: _____ Est. Graduation Date: _____ Year in School: _____

Cumulative GPA _____
(GPA information will be checked at the time of application and/or the end of fall quarter.)

Major(s) _____ Minor _____

Other College or University attended: (if applicable) _____

- Please rank the type of community you are interested in working in. (1 being most desirable to 9 being least desirable)
- _____ First Year Experience (Bassetties)
 - _____ First Year Experience (South Campus)
 - _____ First Year Experience (North Campus)
 - _____ Upper class Experience (Central Campus)
 - _____ Upper class Experience (Wendell Hill Hall)
 - _____ First Year Living Learning Communities (Kamola or Al-Monty) *
 - _____ Second Year Living Learning Communities (Sue Lombard) *
 - _____ International House (Anderson)
 - _____ Theme Communities (North Campus) *

* All Living Learning Communities and Theme Communities are listed on the next page.

Application Questions

Please answer the following questions on a separate sheet of paper.

A. How and why did you become interested in the RA position?

B. Please describe extracurricular activities, leadership experience or work experience you may have. Include any leadership positions you have held in clubs or organizations and any awards or honors you have received. Discuss how these experiences will contribute to your success as a resident assistant.

C. What personal qualities, characteristics, strengths, or talents do you possess which will assist you as a RA?

D. Do you plan to be involved in ED Optional Programs, Student Teaching, Field Experience, Internships or Co-operative Ed programs? If yes, please explain.

E. I am interested in working with a Living Learning Community (-ies): Yes No
(If you checked yes please complete the following)

***** If you are interested in applying to be a community programmer, please fill out the community programmer application. *****

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> International House | <input type="checkbox"/> Education (First Year) |
| <input type="checkbox"/> Leadership House | <input type="checkbox"/> Education (Upper class) |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Music (First Year) |
| <input type="checkbox"/> Women's Experience | <input type="checkbox"/> Music (Upper class) |
| <input type="checkbox"/> Casa Latina | <input type="checkbox"/> Students for the Dream |
| <input type="checkbox"/> STEP | <input type="checkbox"/> Douglas Honors College |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Asian/Pacific Islander |

***** If you are NOT interested in applying to a LLC or theme community, DO NOT fill out sections F through I of the application.**

F. Why are you interested in the LLC ('s)/theme communities that you've selected above?

G. Are you currently involved with a LLC or theme community? If so, please describe your level of involvement with the LLC.

H. Describe what you perceive the benefit of living in an LLC/theme community to be and how you would help foster relationships between faculty and residents?

I. What are some elements of an LLC/theme community that make it different from the typical residence hall environment?

APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT CURRENT RESIDENCE HALL STAFF TO FURTHER UNDERSTAND THE RA POSITION.

This is to certify that the information contributed herein is accurate, and I hereby give permission to the Office of University Housing, Wellness, and New Student Programs to check my GPA standing. (GPA information will be checked at the time of application and/or the end of fall quarter.) I understand that this information will be shared with members of a selection committee for evaluation.

Signature of Applicant

Date

Please note:

Those who are selected for our Student Staff positions must:

- A. Be available for staff training that starts on Tuesday, September 7, 2010 at 9 AM (subject to change).**
- B. Be available every Wednesday from 3:00pm to 5:00pm throughout the academic year for Continuous All Staff Training (CAST) Meetings.**
- C. Work holidays as assigned.**

Central Washington University and the Office of University Housing, Wellness, and New Student Programs is an Affirmative Action, Equal Employment Opportunity, Title IX Institution. It has a strong commitment to increasing the diversity of its faculty, staff and student body. Central Washington University operates under an approved Affirmative Action Program and is especially interested in receiving applications from women, minorities, Vietnam-era, disabled veterans, and persons of disability.

Persons of disability may request accommodation during the application and/or interview process through the Affirmative Action Office: Voice 509.963.2205; TDD 509.963.2207

True Colors Worksheet-EXAMPLE

Name: _____ X. Ample _____

Date: __10.28.2009__

1. Describe Yourself: Below are groups of words in rows. Score each group of words as a whole (not individually) (and within the ROW) as follows: (4) for the group most like you, then (3), then (2), and then 1 for the group least like you.

2. Add the columns and write the score at the bottom. The highest possible score for a column is 20, and lowest is 5. The total of all columns should be exactly 50.

3. Your highest score indicates your primary or brightest color. The lowest score represents the color least like you.

	Place Score Below		Place Score Below		Place Score Below		Place Score Below
Active		Parental		Authentic		Versatile	
Opportunistic	3	Traditional	2	Harmonious	4	Inventive	1
Spontaneous		Responsible		Compassionate		Competent	
Competitive		Practical		Unique		Curious	
Impetuous	2	Sensible	1	Empathetic	3	Conceptual	4
Impactful		Dependable		Communicative		Knowledgeable	
Realistic		Loyal		Devoted		Theoretical	
Open Minded	1	Conservative	4	Warm	2	Seeking	3
Adventuresome		Organized		Poetic		Ingenious	
Daring		Concerned		Tender		Determined	
Impulsive	4	Procedural	3	Inspirational	2	Complex	1
Fun		Cooperative		Dramatic		Composed	
Exciting		Orderly		Vivacious		Philosophical	
Courageous	3	Conventional	2	Affectionate	1	Principled	4
Skillful		Caring		Sympathetic		Rational	
Total		Total		Total		Total	
ORANGE	13	GOLD	12	BLUE	12	GREEN	13

True Colors Worksheet

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Date: _____

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2. Add the columns and write the score at the bottom. The highest possible score for a column is 20, and lowest is 5. The total of all columns should be exactly 50.

3. Your highest score indicates your primary or brightest color. The lowest score represents the color least like you.

	Place Score Below	Place Score Below	Place Score Below	Place Score Below
Active Opportunistic Spontaneous	Parental Traditional Responsible	Authentic Harmonious Compassionate	Versatile Inventive Competent	
Competitive Impetuous Impactful	Practical Sensible Dependable	Unique Empathetic Communicative	Curious Conceptual Knowledgeable	
Realistic Open Minded Adventuresome	Loyal Conservative Organized	Devoted Warm Poetic	Theoretical Seeking Ingenuous	
Daring Impulsive Fun	Concerned Procedural Cooperative	Tender Inspirational Dramatic	Determined Complex Composed	
Exciting Courageous Skillful	Orderly Conventional Caring	Vivacious Affectionate Sympathetic	Philosophical Principled Rational	
Total ORANGE	Total GOLD	Total BLUE	Total GREEN	

Reference for Resident Assistant Position

Applicant's full name: _____ **Date:** _____

Applicant's full signature: _____

IMPORTANT: Please be sure to read the following confidentiality statement before you submit this recommendation.

I request this letter with the understanding that it will be used only in connection with my application for the position of Resident Assistant at Central Washington University. In conjunction with the Family Educational Rights and Privacy Act of 1974, please check one of the following statements and sign below:

___ I waive my right to access this evaluation ___ I do not waive my right to access this evaluation.

Please rate the applicant in regards to the following characteristics:

5 – Well Above Average 4 – Above Average 3 – Average
2 – Below Average 1 – Well Below Average 0 – Unable to Evaluate

_____ Ability to develop rapport	_____ Attitude toward policies
_____ Sensitivity toward others	_____ Potential leadership ability
_____ Ability to listen	_____ Attitude toward others
_____ Involvement in hall or campus activities	_____ Organizational skills
_____ Commitment or interest in RA position	_____ Openness to differences
_____ Integrity	

What are this candidate's strengths and weaknesses? _____

What is your overall assessment of this candidate? _____

Do you recommend this candidate for an RA position?
___ Yes ___ No ___ With Reservation (Please explain below.)

Name: _____ Relationship to candidate: _____

Phone #: _____ Email address: _____

Please attach additional sheets or a supplemental letter of recommendation if necessary.

The reference forms and any supplemental letter of references must be mailed from the source by **January 19, 2010**, to:

Central Washington University
University Housing, Wellness, and New Student Programs
400 E. University Way-MS7587
Attn: RA Selection Committee
Ellensburg, WA 98926-7587

Or faxed from the source to: 509.963.1310

Reference for Resident Assistant Position

Applicant's full name: _____ **Date:** _____

Applicant's full signature: _____

IMPORTANT: Please be sure to read the following confidentiality statement before you submit this recommendation.

I request this letter with the understanding that it will be used only in connection with my application for the position of Resident Assistant at Central Washington University. In conjunction with the Family Educational Rights and Privacy Act of 1974, please check one of the following statements and sign below:

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