

NEW APPLICANT INSTRUCTIONS

1. This application must be completed on or before December 14th, 2011 at 4:00pm. The site will close after this time has passed.
2. We strongly suggest that you complete the written section of this application in a word processing program and that you SAVE your answers in a separate document. Once you begin this application, you will not be able return to it at a later time. To make this easier, we have provided the written prompts **below** for you to respond to BEFORE you complete the application online.
3. You will also be required to submit TWO references. Individuals serving as references for you will be required to fill out an online form. You will be asked to submit the email addresses AND phone numbers for both of these individuals at the end of this application. If you do not have this information, please do not fill out the application until you do.
4. References will be sent a link via email and will be required to complete a short online form. Individuals serving as references will NOT need to write a letter of recommendation. **Please note that the link will only be sent to the references once you have completed your application. If you submit your application very near the due date, it is likely that your reference will not have adequate time to complete the form which would result in your application being removed from the process.**
5. Applicants submitting incomplete applications will NOT be considered for employment.
6. Your application has not been recorded until you are redirected to a page with a summary of your answers. Please ensure that you navigate through the application until you reach this page. This page is shown below
7. Along with saving a copy of your answers in a word processing document, it is our suggestion that you save the summary page of your application. To do this, simply click the “download PDF” button in the upper right corner of the summary page:



Welcome to the Residence Life Staff Application Website.

NEW APPLICANT QUESTIONS

Please answer the follow questions. There is no minimum length BUT there is a maximum length of 2,000 **characters** (including spaces) for each response. Please ensure that you answer fully with appropriate detail.

If you are applying **ONLY** for the Desk Coordinator position, answer only the “Desk Coordinator” AND “questions required of all applicants” sections.

If you are applying **ONLY** for the Resident Assistant position, answer only the “Resident Assistant” AND “questions required of all applicants” sections.

If you are applying for **BOTH** the Desk Coordinator AND the Resident Assistant positions, please answer **ALL** of the following questions.

DESK COORDINATOR QUESTIONS

1. What do you think the role of a Desk Coordinator is?
2. Please add any relevant information that might enhance the status of your candidacy as an applicant for the Desk Coordinator position.

RESIDENT ASSISTANT QUESTIONS

1. What do you think the role of a Resident Assistant is?
2. Please add any relevant information that might enhance the status of your candidacy as an applicant for the Resident Assistant position.

QUESTIONS REQUIRED OF ALL APPLICANTS

1. Please list and explain any relevant extracurricular activities, leadership experiences, employment, and/or volunteer opportunities you have been a part of that have helped prepare you for this position. (If you are interested in both the Resident Assistant and Desk Coordinator positions, please include specific examples of how your experience prepares you for each)