

RETURNING APPLICANT INSTRUCTIONS

1. This application must be completed on or before January 23rd, 2012 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 upload a professional resume. Resumes need to be in .doc, .docx or .pdf format. A good resume will highlight experiences that will benefit you as a Residence Life staff member. Do not include references.
4. Applicants submitting incomplete applications will NOT be considered for employment.
5. 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.
6. 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:

APPLICANT QUESTIONS

Please answer the follow questions. ONLY answer the questions that correspond to the positions you have applied for. If you are applying to multiple positions, answer all applicable questions. The last section of questions is required of all applicants.

There is no minimum or maximum length for each response. Please ensure that you answer fully and with appropriate detail.

DESK COORDINATOR QUESTION

1. What knowledge, skills, and abilities do you feel are specifically necessary to be a successful Desk Coordinator?

RESIDENT ASSISTANT QUESTION

1. What knowledge, skills, and abilities do you feel are specifically necessary to be a successful Resident Assistant?

SENIOR STAFF QUESTION

1. How should a Senior Staff member think and act?

QUESTIONS REQUIRED OF ALL APPLICANTS

1. What expectations would you have of yourself as a returning staff member?
2. Please discuss any aspects of job performance you would wish to improve on (or do differently) if rehired for another year as a student staff member.
3. Please list any additional involvement you plan to have outside of the position if you are re-hired to a student staff position for the 2012-2013 academic year.
4. Please add any relevant information that might enhance the status of your candidacy as a returning applicant for a student staff position.