Dear Applicant,

We are excited to have you explore the possibility of serving the Wayne State College community as one of our Resident Assistants (RAs) during the 2019-2020 academic year. Residence Life is looking for students who desire to invest in the lives of other students within our community, create supportive environments, look to gain leadership skills, and are able to share the benefits of living in the halls. Being an RA is an amazing opportunity to learn about yourself and others. The enclosed packet of information is intended to assist you in completing all application requirements. Our staff is looking forward to viewing your application as we begin the selection process. Please ensure you take the time to read the information regarding the application process and selection timeline.

Selection Timeline:

- November 5, 2018: Resident Assistant Applications for 2019-2020 Academic Year Available
- December 7, 2018: Application and letters of recommendation due to Office of Residence Life at 5:00 p.m.
- January 14, 2019: RA Group Process #1
- January 15, 2019: RA Interviews
- January 19, 2019: RA Interviews
- January 22, 2019: Decision letters sent
- January 25, 2019: Deadline to accept offer
- January 28, 2019: Returner housing application goes live

The application will close on December 07, 2018 at 5:00 p.m. Please print or type the entire application and complete all requested information. Return applications to the Office of Residence Life, Student Center Room 201 or mail to Wayne State College, RA Selection, Office of Residence Life, 1111 Main Street, Wayne, NE 68787. If you have any questions regarding the timeline or application process, please contact the Office of Residence Life at reslife@wsc.edu or at 402-375-7318.

Thank you for your interest in this opportunity and we hope to see your application.

Sincerely,
Office of Residence Life and RA Selection Committee
Qualifications and Terms of Employment

• A cumulative GPA of 2.5 is required at the time of application submission and must be maintained throughout employment as a Resident Assistant.

• Resident Assistants must be full-time students registered for at least 12 credits.

• The Resident Assistant position is expected to be the top priority outside of the classroom. Participation in other activities is encouraged, but the supervisor must approve them. Part-time employment, both on and off campus, must be approved by the Office of Residence Life through written request. The written request must include an action plan to demonstrate how the RA will successfully balance the demands of the position with the student’s academics and requested employment.

• Resident Assistant candidates may not be on disciplinary probation at the time of application or during employment. An expectation by the College for higher standards of behavior commences at the time a Resident Assistant position is offered and accepted.

• Resident Assistants must be willing to work where assigned. The student’s preference will be taken into consideration whenever possible, however, assignments are based on need and presumed fit within the community based on the RAs respective skill sets. Assignments are not negotiable; however, accommodations for staff members with needs will be reviewed on a case by case basis.

General Responsibilities

• Provide a positive living and learning environment while creating a safe, secure, and inclusive home away from home for the residents.

• Resident Assistants (RAs) must reside in the residence halls.

• RAs are responsible for fulfilling the expectations given to them through their supervisor, job description, and the RA Manual.

• RAs are supervised by a Hall Coordinators and Assistant Directors, but are expected to cooperate with college officials on an as-needed basis.

• RAs must cooperate with the other RAs and be available for back-up support in emergency situations.

• RAs may be assigned other tasks, projects, or responsibilities at various times during the year by their immediate supervisor or other professional Residence Life staff members.

• RAs will participate in the on-duty schedule for the duration of their contract.
Application for Employment

Please complete all items.

Last Name: ________________________________  First Name: ________________________________  Middle Name: ________________________________

Cell Phone: _____________________________  Home Phone: ________________________________  Work Phone: _____________________________

Mailing Address

Street: ________________________________  City: ________________________________  State: ______  Zip Code: ______

Email: ________________________________

Are you legally entitled to work in the U.S.?  Do you have a valid Driver’s License?

☐ Yes  ☐ No  ☐ Yes  ☐ No  State Issued by: ________________________________

Are you related to anyone employed by WSC?

☐ Yes  ☐ No

Employee Name: ________________________________

Do you require sponsorship for this position?

☐ Yes  ☐ No

Have you ever been employed by Chadron, Wayne, or Peru State College or the Nebraska State College System?

☐ Yes  ☐ No  When: ________________________________  Where: ________________________________

Are you 18 years of age or over?

☐ Yes  ☐ No

Do you wish to claim Veteran’s Preference?

☐ Yes  ☐ No

Position Applying For: ________________________________

Type of Position Desired

☐ Full Time  ☐ Part Time  ☐ Temporary

Salary Expected: _________________  Date Available: _________________

Reference Information

List three references other than relatives who have knowledge of your skills or experience

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<th>Telephone</th>
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<th>How do you know this reference?</th>
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## Employment Record

List your most recent position first

| 1 | Company Name: ____________________________________________ |
|   | Street: ____________________________ City: ___________ State: _______ Zip Code: _______ |
|   | Immediate Supervisor: _______________________________ Supervisor’s Job Title: __________________________ |
|   | Supervisor Email: _______________________________ Supervisor Phone Number: ____________ |
|   | Job Title: _______________________________ Full-time [ ] Part-time [ ] |
|   | Primary Duties: ____________________________ |
|   | Reason for Leaving: __________________________________ |
|   | May we contact your current employer? [ ] Yes [ ] No |
|   | Start Date _______ End Date _______ Starting Salary _______ Ending Salary _______ |

| 2 | Company Name: ____________________________________________ |
|   | Street: ____________________________ City: ___________ State: _______ Zip Code: _______ |
|   | Immediate Supervisor: _______________________________ Supervisor’s Job Title: __________________________ |
|   | Supervisor Email: _______________________________ Supervisor Phone Number: ____________ |
|   | Job Title: _______________________________ Full-time [ ] Part-time [ ] |
|   | Primary Duties: ____________________________ |
|   | Reason for Leaving: __________________________________ |
|   | Start Date _______ End Date _______ Starting Salary _______ Ending Salary _______ |

| 3 | Company Name: ____________________________________________ |
|   | Street: ____________________________ City: ___________ State: _______ Zip Code: _______ |
|   | Immediate Supervisor: _______________________________ Supervisor’s Job Title: __________________________ |
|   | Supervisor Email: _______________________________ Supervisor Phone Number: ____________ |
|   | Job Title: _______________________________ Full-time [ ] Part-time [ ] |
|   | Primary Duties: ____________________________ |
|   | Reason for Leaving: __________________________________ |
Please read the following carefully before signing this application:

I attest to the accuracy and truthfulness of the information provided, and I understand that falsification or omission of any information on this application could result in my disqualification from further consideration in the selection process, or if hired, termination of my employment. I understand that consideration for employment is conditioned upon the results of a background check, and I authorize the Board of Trustees of the Nebraska State Colleges, the College and its agents or assigns to investigate all statements made by me on this application, to conduct a thorough investigation of my background and activities, and I agree to cooperate in such investigation and to release the Board of Trustees and its agents and assigns from all liability or responsibility and of all persons and corporations requesting or supplying such information. I authorize the Board of Trustees of the Nebraska State Colleges, the College and its agents and assigns to contact my cited references and any developed uncited references to make inquiries concerning my current and past employment. This authorization will expire six months from the date it is signed. A facsimile copy or electronic version of this document shall be considered as effective and valid as the original.

Applicant Signature ___________________________ Date: ____________

The Nebraska State Colleges are equal opportunity institutions and do not discriminate against any student, employee, or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities. Each College has designated an individual to coordinate the Colleges’ non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act. Inquiries regarding non-discrimination policies and practices may be directed to the Compliance Coordinators assigned at each College and identified on each College website.
RA Application Supplemental Materials

Please complete all items

**Academic Information**

Academic Major: ___________________________ Minor: ___________________________

Cumulative GPA: ___________________________

*Note: A cumulative GPA of 2.5 or higher is required for the RA position. The Records and Registration Office will verify GPA.

Current Class Level (circle):  First Year  Sophomore  Junior  Senior  Graduate Student

Anticipated Graduation Date: _________________________

**Additional Information**

Preferred Name: ___________________________ Pronouns (optional): ___________________________

Do you plan on study abroad?  ☐ Yes  ☐ No  ☐ Maybe  If so, which semester?  ☐ Fall 2018  ☐ Spring 2019

Do you plan on having another job on or off campus?  ☐ Yes  ☐ No  Weekly Hours: __________

Would you be interested in applying for the desk attendant position, if not selected as an RA?  ☐ Yes  ☐ No

**Preferences**

Resident Assistants are placed based on community need; however, what type of environment would you prefer to work in, if hired?

☐ First-Year Residence Hall  ☐ Single- Gendered Community  ☐ Upperclass Hall

☐ Theme Housing  ☐ Coed Community

**Essay Questions**

Please submit a double spaced, typewritten response to each of the questions. Responses are limited to 250 words.

1. What characteristics do you believe a successful Resident Assistant should have?  How well do your strengths match those you listed?
2. Attitude is an important part of being an RA.  Please discuss how your attitude impacts those around you and impacts decisions you make as an RA.
3. What do you see as the role of the Resident Assistant when it comes to interpreting and enforcing the College’s policies as stated in the student handbook?
4. What are some specific challenges faced by students who wouldn’t consider themselves to be a part of the WSC culture?
5. What are ways you have proactively engaged in diversity?
6. If chosen to be a Resident Assistant, you will have programming requirements for your floor and building. Please attach a plan for one educational program you would like to host if you were an RA.  Include in your plan ideas for marketing, estimated cost, and your goals for the program.  Have fun and be creative!
Resident Assistant Professional Reference Form
Wayne State College Office of Residence Life
2018-19 Resident Assistant Application

Name of Applicant: ____________________________________________________________________________________

Please check one of the statements below:
☐ I waive access to this reference form
☐ I do not waive access to this reference form

Signature of Applicant: _________________________________________________ Date: ______________________

Reference Instructions: The applicant named above is applying for a Resident Assistant (RA) position at Wayne State College. An RA is a student employee of the Office of Residence Life who advises Wayne State students on a given residence hall floor. In order to be successful, RAs must have good organizational skills and work well with a variety of people. We appreciate your assistance in completing this form as candidly as possible. Thank you for your time and assistance. Attach additional paper if necessary. When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal, and send the reference form to the Office of Residence Life, RA Selection.

Name: ____________________________ Phone: ____________________________

Position / title: _________________________________________________________________________________________

Please evaluate the candidate on each of their skills and characteristics.

1. How long have you known this applicant and in what capacity?

2. Please describe any positive and/or negative interactions you have had with this applicant.

3. Do you feel that this applicant would be a good asset to the Residence Life team?

4. Overall, how would you rate the applicant?

☐ Exceptional, rare find       ☐ Very good, no reservations at all       ☐ Good, better than many
☐ Recommend, no strong feelings ☐ Might be okay, some reservations       ☐ Weak, should be discouraged

References due Friday, December 7, 2018
Name of Applicant: _____________________________________________________________

Please check one of the statements below:
☐ I waive access to this reference form
☐ I do not waive access to this reference form

Signature of Applicant: ___________________________________________ Date: _________________

Reference Instructions: The applicant named above is applying for a Resident Assistant (RA) position at Wayne State College. An RA is a student employee of the Office of Residence Life who advises Wayne State students on a given residence hall floor. In order to be successful, RAs must have good organizational skills and work well with a variety of people. We appreciate your assistance in completing this form as candidly as possible. Thank you for your time and assistance. Attach additional paper if necessary. When you are finished, please place the form in an envelope, seal the envelope, sign your name across the seal, and send the reference form to the Office of Residence Life, RA Selection.

Name: ______________________________________ Phone: ___________________________

Position / title: __________________________________________________________________________

Please evaluate the applicant’s performance on each of the items below:
5=excellent, 4=good, 3=average, 2=needs improvement, 1=poor, N=no basis for judgment

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Additional Comments: _____________________________

References due Friday, December 7, 2018