



## 2024-2025 Resident Assistant Application

Wayne State College • Office of Residence Life  
1111 Main Street • Wayne, NE 68787  
Student Center Room 201  
Phone: 402-375-7318 • Email: [reslife@wsc.edu](mailto:reslife@wsc.edu)

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 2024-2025 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.

### Application and Selection Timeline

Date	Timeline activity
Dec. 8, 2023	Applications open for the 2024-25 academic year
Jan. 11, 2024 (not required)	About the Position Info Meeting at Noon (Kanter Student Center, Cottonwood Room)
Jan. 18, 2024 (not required)	Interview and Resume Workshop at 5:00pm (Kanter Student Center, Cottonwood Room)
Jan. 22, 2024 (not required)	About the Position Info Meeting at Noon (Kanter Student Center, Goldenrod Room)
Jan. 30, 2024 (not required)	Q&A with a Current RA from 11:00am-1:00pm (Kanter Student Center Atrium)
Feb. 2, 2024	Complete Application Due by 5pm to the Office of Residence Life (Kanter Student Center, Room 201)
Feb. 12, 2024	Offer of Interview to Selected Candidates
Feb. 23-24, 2024	Selected Candidate Interviews
Mar. 1, 2024	RA Selection Letters sent via Wayne State email
Mar. 12, 2024	Letter of Acceptance due by 5:00pm to the Office of Residence Life (Kanter Student Center, Room 201)

The application will close on February 2, 2024, at 5:00 pm. Please print or type the entire application and complete all requested information. Return applications to the Office of Residence Life, Kanter 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 Abby Schuck, Associate Director for Residence Education and Staff Development, at [abschuc1@wsc.edu](mailto:abschuc1@wsc.edu) or at 402-375-7486.

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

Sincerely,  
Office of Residence Life 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 a 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 Community 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.



## RA Application Supplemental Materials

Please complete all items.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns (optional): \_\_\_\_\_

### Academic Plan

Academic Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Anticipated Graduation (month, year): \_\_\_\_\_

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

Do you plan to study abroad:  Yes  No  Maybe If so, when?  Fall 2024  Spring 2025

Do you plan to have another job on or off campus?  Yes  No Weekly hours: \_\_\_\_\_

Are you interested in being a desk attendant position, if not selected as an RA?  Yes  No  Maybe

### Preferences

Resident Assistants are placed based on community need; however, if you were hired, what type of community are you most interested in working?

First-Year Floor  Upper-Class Floor  Single-Gendered Floor  Coed Floor

### Supplemental Questions

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

1. What is the purpose of a Resident Assistant?
2. What characteristics do you believe a successful Resident Assistant should have? How do your strengths align with those characteristics?
3. What is a common challenge the Wayne State community or students face? How would you help address that challenge through the RA role?
4. How do you approach learning about those who are different than you?
5. Think about a topic that might be important to address with your residents. What kind of event would you plan to address the issue? Include the name and purpose of the event, marketing ideas, estimated cost/items needed, and goals for the program.

### Resume

Please include a one-page resume outlining your previous employment and leadership experiences with your application.

### References

From whom should we expect to receive your Professional Reference Form: \_\_\_\_\_

From whom should we expect to receive your RA/CC Reference Form: \_\_\_\_\_



# Resident Assistant Professional Reference Form

2024-2025 RA Application

**This form is to be completed by a professional that knows the applicant in work, school, or another professional setting.**

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, Kanter Student Center, Room 201 c/o RA Selection.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position/title: \_\_\_\_\_

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

*(Please use separate attachment if needed)*

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 by 5:00pm on February 2, 2024**  
**Office of Residence Life, Kanter Student Center, Room 201**



# Resident Assistant RA/CC Reference Form

2024-2025 RA Application

This form is to be completed by a current Resident Assistant (RA) or Community Coordinator (CC).

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, Kanter Student Center, Room 201 c/o 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

Leadership	1	2	3	4	5	N
Work ethic	1	2	3	4	5	N
Communication skills	1	2	3	4	5	N
Organizational skills	1	2	3	4	5	N
Maturity	1	2	3	4	5	N
Integrity	1	2	3	4	5	N
Dependability	1	2	3	4	5	N
Academic commitment	1	2	3	4	5	N
Overall recommendations	1	2	3	4	5	N

Additional comments *(Please use reserve side or separate attachment)*

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**Office of Residence Life, Kanter Student Center, Room 201**