

# Southwest Minnesota State

## DEPARTMENT OF RESIDENCE LIFE ♦ RESIDENT ASSISTANT APPLICATION INFORMATION FORM

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1. **Application Requirements:**

- One full semester of living experience in SMSU Residence Halls (at time of application)
- Good academic standing with a minimum 2.25 cumulative GPA
- Full time student status with no academic overload
- Must be 18 years of age
- Must be in good standing with the SMSU judicial system

2. Please complete all sections of the Application for Resident Assistant. Please type this document if possible. If this is not possible, please print legibly. Your application is an important part of the selection process and will be evaluated based on the responses you provide. Please use your full legal name and do not use any nicknames. **All application materials must be returned to the Residence Life Administrative Office in Naoutha.**

3. We are requiring you to submit a resume in support of your credentials. Attached is a sample resume for your reference. Career Services is another resource available to you. The Career Services Office is located in BA 156 and the phone number is 537-6221.

4. An important part of the application is the Candidate's Statement. This is a series of essay questions on a wide range of issues related to the Resident Assistant position. We encourage you to take these questions very seriously when responding. Your responses should be typed on separate pages for each question, making sure that your name is on each of the pages you submit for this portion of the application material. Please make sure that you complete the Candidate's Statement form and return it along with the rest of your application material.

5. **Three reference forms** are attached, along with a letter that should be presented personally (if possible) to the person from whom you are requesting a reference. It is suggested that at least two references come from people in the University community, one of whom, should be a member of the Residence Life staff. Recommendations must be returned to the Residence Life Administrative Office directly from the reference provider, not the Resident Assistant candidate. It is your responsibility to ensure that all of your references are submitted by the application deadline.

6. The schedule form enclosed in this packet should reflect your current class schedule and outside commitments. It is not necessary to list classes by name. You can block off sections of time and indicate class or work in the spaces provided. This will assist us in scheduling your time for the group interview, so please indicate any time that you are unavailable during evening hours.

7. Written credentials will be reviewed and those applicants who meet the qualifications will be contacted as needed.

8. Any information on this application, which is an intentionally false representation, will be considered grounds for rejection or dismissal from the process.

9. For further assistance and questions about the application/selection process please contact one of the Residence Life professional staff members:

Director of Residence Life  
Associate VP of Student Affairs

Jess Bentley  
Scott Crowell

507-537-6136  
507-537-6844

# Southwest Minnesota State

DEPARTMENT OF RESIDENCE LIFE ♦ RESIDENT ASSISTANT APPLICATION

Residence Life Administrative Office located in Naoutha  
(507) 537-6136

**PLEASE TYPE OR PRINT ALL APPLICATION MATERIAL**

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Mustang ID \_\_\_\_\_

Campus Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_

E-mail Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_

Cell Phone Number \_\_\_\_\_

How many semesters have you lived in the residence halls at SMSU? \_\_\_\_\_

Please note the dates and locations: \_\_\_\_\_

## ACADEMICS

Major \_\_\_\_\_ Minor \_\_\_\_\_

Classification in August 2023 \_\_\_\_\_ Total semesters attended at SMSU \_\_\_\_\_

Total number of credit hours completed by August 2023 \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Do you have any experience as a teacher, tutor, counselor, mentor, or advisor? If so, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you have any commitments that might take you away from campus and your responsibilities as a staff member during the 2023-2024 academic year (i.e. student teaching, course projects, internships)?

\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE**

Employer	Type of Work/ Position	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXTRACURRICULAR ACTIVITIES/INTERESTS**

Please identify any extracurricular activities including any leadership positions you have held:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what activities do you expect to participate during the 2023-2024 academic year? Will this change if you are selected as a staff member? (Please describe)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Please identify the three people you have given reference forms. It is suggested that at least two recommendations come from people in the University community (Faculty or Staff), at least one of which is required to be a member of the Residence Life or Student Affairs staff). Please note: In order to be considered for a position, candidates must have all three recommendation forms completed and returned to the Residence Life Administrative Office as soon as possible.

Name\_\_\_\_\_ Position\_\_\_\_\_ Phone\_\_\_\_\_

Address\_\_\_\_\_

Name\_\_\_\_\_ Position\_\_\_\_\_ Phone\_\_\_\_\_

Address\_\_\_\_\_

Name\_\_\_\_\_ Position\_\_\_\_\_ Phone\_\_\_\_\_

Address\_\_\_\_\_

## BACKGROUND CHECK

The selection process for this position may include a review of your criminal history and finger printing. A criminal conviction will not necessarily disqualify an applicant from employment. Each case will be independently evaluated to determine the nature of the criminal offense and the applicant's fitness for the position.

Applicant Name \_\_\_\_\_  
(Last) (First) (Middle)

Birth date: \_\_\_/\_\_\_/\_\_\_ Gender you most identify: Male / Female/Transgender Male/Transgender Female/Non-Binary (circle one)

Mustang ID: \_\_\_\_\_

Please list former places of residence for the last 5 years:

Address	Dates
#1 _____	_____
#2 _____	_____
#3 _____	_____
#4 _____	_____
#5 _____	_____

Have you ever been convicted of a crime (other than minor traffic offense) or are there any criminal charges pending against you?  
If yes - please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application form (below) you are authorizing: (1) the Department of Residence Life to check your grade point average to verify that you meet the minimum standards, (2) release of any discipline information which may be on file with the University's Judicial Program, and (3) a review of your criminal history.

**Please Note:**

*Those who have financial aid should check in advance with the Financial Aid Office to determine how their financial aid package may be affected by appointment to the Resident Assistant position.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**This application, candidate's statement (essays), recommendations, schedule, and resume must be returned to the Residence Life Administrative Office (Naoutha) by Noon on Friday, January 27, 2023.**

# Southwest Minnesota State

DEPARTMENT OF RESIDENCE LIFE ♦ RESIDENT ASSISTANT APPLICATION

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## CANDIDATE'S STATEMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** *Please answer all of the questions below in essay format. Each question should be answered completely. You are encouraged to take these questions seriously when responding. Your responses should be typed on separate pages for each question, making sure that your name is on each of the pages you submit for this portion of the application material. Please make sure that you complete this form and submit it along with the rest of your application material.*

1. Why are you applying for the Resident Assistant position and what are you hoping to learn from the experience?  
  
Tell us about the specific contributions you can make to students in the residence halls as an educator, resource person, crisis manager, administrator, community builder, and role model. Please include personal qualities, specialized training or previous experiences.
3. Residence halls support the academic mission of Southwest Minnesota State University. Describe the type of activities that, as an R.A., you will develop and promote in your house community to support your residents' efforts to be successful and achieve their academic goals. How do you see yourself as a role model for residence hall students in this area? What other academic interests do you have?
4. We strive to celebrate diversity at Southwest Minnesota State University. How would you work to establish a community that is inclusive of all members? Tell us about a time when you educated yourself about someone who was different. Why was it important to learn about these differences? What did you learn and how can you incorporate that learning into your work as an R.A.?
5. Describe an experience at college that has been important to you and your development. Explain the significance for you. Please include how it has affected your maturity and various skill sets within your life.
6. Describe any experiences you may have in leading others to understand and follow "institutional" policies.

# Southwest Minnesota State

◆ DEPARTMENT OF RESIDENCE LIFE ◆

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To: References for Resident Assistant Applicants

From: Jess Bentley, Director of Residence Life

On behalf of the Department of Residence Life, thank you for agreeing to provide a reference for a Resident Assistant applicant. A reference form is attached for your thoughtful consideration and completion.

A Resident Assistant (RA) lives in a house unit of approximately thirty-fifty students. The RA serves as a peer mentor and advisor to residence hall students, both individuals and groups of students. She/he assists in the administrative operations of the residence hall community, helps to enforce residence hall and University rules and regulations and provides information about University services and resources. The RA plays an integral role in helping students understand the importance of celebrating the rich diversity of people who live in our society, on our campus, and in our residential communities. The RA is also charged with stimulating an environment where educational, service, diversity, social, and recreational programs and activities in the halls occur on a regular basis. The RA plays an integral role in the academic success of students. RAs encourage students in their communities to apply the material from their classes to their experiences in residence and other areas of their lives.

The selection process for Resident Assistants is quite competitive, so we respectfully request your careful consideration of the areas addressed on the reference form. Please feel free to use additional pages if necessary. If you do not feel qualified to address the skills of the candidate, I would encourage you to express this to the candidate. This will afford them the opportunity to ask someone else to complete the evaluation form.

If you have any questions, please feel free to contact me at (507) 537-6136 or [Jessica.Bentley@SMSU.edu](mailto:Jessica.Bentley@SMSU.edu)  
**Please return the recommendation form ASAP.** Applicants who do not have completed reference forms on file with our office by February 1, 2023 could be eliminated from the selection process. Reference forms should be sent to:

Jess Bentley  
Southwest Minnesota State University – Naoutha 103  
1501 State Street  
Marshall, MN 56258  
Office: 507-537-6136  
Email: [Jessica.Bentley@SMSU.edu](mailto:Jessica.Bentley@SMSU.edu)

**Thank you for your assistance with our selection process!**

# Southwest Minnesota State

DEPARTMENT OF RESIDENCE LIFE ♦ RESIDENT ASSISTANT APPLICATION

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## Reference Form for Resident Assistant

**Reference:** We encourage you to be candid in your ratings and statements concerning the applicant's qualifications. Please provide concrete examples when possible and include relevant background information that would indicate potential success and areas of possible concern for the position(s) indicated above. The selection process is quite competitive. The more detailed the information you provide, the more helpful it is to the applicant's success in the selection process. Please feel free to use additional pages if necessary.

**Please indicate name of candidate and how well and in what capacity you know this person:**

**Maturity, composure, cooperativeness, and communication:** Comment on self-confidence, response to stressful situations, emotional/mental stability, temperament, ability to handle ambiguity and responsibility, sense of professionalism, listening skills, and ability to work and communicate with others (including supervisors, peers, and subordinates).

**Initiative, responsibility and creativity:** Comment on the applicant's motivation and resourcefulness in new situations, commitment to fulfill job expectations, ability to complete projects, and creativity in problem solving.

**Commitment to Diversity:** Comment on the applicant's openness to diverse populations, especially related to race, national origin, gender, religion, sexual orientation, and ability. Is the candidate sensitive to the varied needs of individuals and groups? Please describe in what way is the applicant an appropriate role model for other students in this area? Do they have experience educating others around issues of difference? Are they committed to learning more about diversity?

**Organization and Time Management:** Comment on this person's ability to organize ideas, delegate tasks in a group environment, the extent to which this person will take control of a situation, ability to maintain a balance between position, academic endeavors, job responsibilities, and extra-curricular activities. Do they have leadership experience?

**Academic Success:** Comment on the applicant's academic skills, capabilities as an educator, knowledge of academic resources, and academic interests. Does the applicant demonstrate an ability to integrate material from classes to other areas of their life? Is the candidate successful in their academic pursuits? Please describe in what ways is the applicant an appropriate role model for other students in this area? Do their efforts reflect a commitment to learning and the educational process?

**Summary of the applicant's strengths:**

**Summary of the applicant's weaknesses:**

Based on your knowledge of the applicant, as well as the type of position for which they are applying, please indicate your overall recommendation of how this person will function in this position. Please include any relevant examples of the applicant's previous experiences that would suggest performance as a student staff member.

Highly Recommend     Recommend     Recommend with Reservations     Cannot recommend at this time  
(Please list below)

Comments:

Reference's Name (please print): \_\_\_\_\_

Reference's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Thank you for your assistance.**

Please return this recommendation form in ASAP to:

Jess Bentley

Southwest Minnesota State University – Naoutha 103

1501 State Street

Marshall, MN 56258

Office: 507-537-6136

Email: [Jessica.Bentley@SMSU.edu](mailto:Jessica.Bentley@SMSU.edu)



**Spring 2023 Schedule**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:45 – 8:30am							
8:30 – 9:00am							
9:00 – 9:30am							
9:30 – 10:00am							
10:00 – 10:30am							
10:30 – 11:00am							
11:00 – 11:30am							
11:30 – 12:00am							
12:00 – 12:30pm							
12:30 – 1:00pm							
1:00 – 1:30pm							
1:30 – 2:00pm							
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6:00 – 6:30pm							
6:30 – 7:00pm							
7:00 – 7:30pm							
7:30 – 8:00pm							
8:00 – 8:30pm							
8:30 – 9:00pm							
9:00 – 9:30pm							
9:30 – 10:00pm							

- Place an “X” in the times when you are NOT available for an interview. (work, clubs, etc.)
- Shade in the box for your class obligations

**NAME (full legal name)**  
**Address**  
**City, State, zip**  
**Phone**  
**Email:**

**OBJECTIVE:** (purpose of the resume)

**EDUCATION:** (put these in date order with the most recent date at the top)

**Southwest Minnesota State University**, Marshall, MN History major / Political Science minor

Anticipated date of graduation:

**Other college experiences** (dates)

**High School experience** (graduation date)

**WORK EXPERIENCE:** (again, put these in date order with the most recent date at the top.)

**Place of employment**, location (dates employed)

Job title:

Responsibilities: (list brief responsibilities and duties)

Repeat as necessary

**CO-CURRICULAR INVOLVEMENT:** (again, in date order with the most recent date at the top)

Position (it is fine to list general member) Student Organization Name, dates (give a brief explanation of your involvement or current commitment)

SMSU activities like choir, theatre, athletics, etc

**SPECIAL SKILLS:**

Things you might list here are things like computer skills, customer service skills, money handling skills, certifications etc.

[Your resume should only be one to two pages long. Keep in mind this is only a suggested format and you are free to design it as you wish as long as these elements are involved.]