



Office of
Residence Life
Nichols College

Student-Staff Employment Application 2024-2025 Resident Assistant Position

Application also available online at <http://reslife.nichols.edu>

SECTION 1: Applicant Information

Please type or print

First name

Last name

Student ID number

Email address _____
@nichols.edu

Contact phone number (personal cell)

Unit/mailbox #

Current residence hall

Current room #

of semesters lived on campus

Current major(s)

Year of graduation

Cumulative GPA (if known)

SECTION 2: Commitments, Involvement, & Activities

Please indicate all of your anticipated commitments for the 2023-2024 academic year. You may provide additional information below, if necessary.

Club/Organization(s) (please list)

Sport(s) (please list)

Other job(s) (please list)

Additional activities (please list)

Notes/additional information about commitments:

SECTION 3: Essay Questions

Please complete the following questions in a thoughtful and comprehensive manner. Your answer to each question should be 100-150 words each. Your answers must be **TYPED in a separate document**, and then attached and submitted with your completed Employment Application.

1. Discuss a time when you had to communicate important information to a diverse group of people. How did you ensure clarity and understanding, and how did you handle any challenges that arose?
2. Describe a specific instance where you demonstrated effective leadership skills or worked collaboratively in a team. How did your actions contribute to the success of the team or group?
3. Explain your approach to building a sense of community at Nichols College. How do you encourage inclusivity and create a welcoming environment for everyone?

SECTION 4: Personal Reference Form *(form attached – see next page)*

On the following page you will find a personal reference form, which must be completed by a **current** Nichols faculty, professional staff, or Resident Assistant.

You are responsible for providing this reference form to the RA/faculty/staff member of your choosing. In order to ensure that your reference form is completed by the application deadline, it is *critical* that you reach out to your faculty/staff member in advance and provide ample time for them to complete and submit the reference form.

The faculty/staff member completing the reference must submit the completed form to the Office of Residence Life by Friday, February 2 at 4:00 PM.

Applicants will be notified via email once the RA/faculty/staff member has submitted the completed reference form to the Office of Residence Life.

SECTION 5: Finalize, Sign, and Submit Application

By signing below, I understand that my actions and intentions from this point forward in the RA Selection Process are subject to the scrutiny of the Office of Residence Life. In particular, failure to act in accordance with the ethical standards expected of RAs and RA Candidates may have a detrimental effect on my ability to obtain and (should I be hired) maintain this leadership position. Additionally, signing above acknowledges that I have reviewed the position information in SECTION 5 and understand that employment will require me to assist with building openings, closings, and participate in January and August trainings which will necessitate returning to campus early in the aforementioned months.

Applicant's Signature

Date

All application materials are due to the Office of Residence Life (Fels 301) by 4:00 PM on Friday, February 2, 2024

Candidates are responsible for making sure all parts of the application are submitted to the Office of Residence Life by the above deadline. Application materials may be emailed to reslife@nichols.edu, or delivered in-person. Individual interviews will be scheduled when application is turned in.



2024-2025 Residence Life Staff Reference Form

To be completed and submitted by a current Nichols College faculty, professional staff, or RA

Nichols College Office of Residence Life

SECTION 1: COMPLETED BY APPLICANT

Please complete this section BEFORE providing form to faculty/staff reference.

In accordance with the Family Educational and Family Rights Act, I, _____ waive my right of access to inspect and review this recommendation.

Select one: I DO I DON'T

STUDENT'S First & Last Name

STUDENTS' SIGNATURE

DATE

SECTION 2: COMPLETED BY REFERENCE

Please type or print

First Name

Last Name

Title/Position

Office/Department

Email Address

Phone number or office extension

_____ has applied for the Resident Assistant position for the upcoming 2023-2024 academic year. Resident Assistants (RAs) are our front line staff in the Residence Halls, serving as a resource, mentor, and first point of contact for their residents. RAs are trained to help mediate and resolve resident issues, and to identify students who may need additional support. RAs also enforce campus policies and serve in an on-call duty rotation to ensure the safety and security of the residence halls.

Based on your knowledge of the applicant, please rank each item listed

	Poor	Fair	Average	Good	Excellent	N/A
Enthusiasm/Motivation						
Emotional Stability/Maturity						
Professionalism						
Ability to Handle Conflict						
Dependability/Reliability						
Leadership Potential						
Willingness to Accept Direction						
Role Model for Students						

TURN OVER →

How long have you known this student, and in what capacity?

What do you perceive are the individual's strengths that would be useful in the RA position?

What challenges will this candidate most need to overcome in order to succeed in this position?

OVERALL RECOMMENDATION:

- Strongly Recommend
- Recommend
- Recommend with Reservations
- Do Not Recommend
- Not Qualified to Recommend

Any additional comments?

Reference Signature

Date

Completed Reference Forms may be delivered to the Office of Residence Life (Fels 301) in person or via inter-office mail. Please complete and submit your reference by

4:00 PM Friday, February 2, 2024