



Office of Residence Life

Resident Assistant Application Checklist

Place your initials on each line to confirm that the required document is included in your complete RA Application packet before you turn it in.

- 1. Check List _____
- 2. Application (with signature) _____
- 3. Cover Letter _____
- 4. Reference Form(references include: RA, current or former teachers, supervisors, coaches, etc.) _____
- 5. Application Questions _____
- 6. Completed Interview Availability Sheet _____

Position Requirements Checklist

- I currently have a 2.5 cumulative grade point average. _____
- I will have completed at least 12credit hours by the semester I am applying. _____
- I will have lived in a residence hall for at least one semester. _____
- I am applying for the Fall or Spring (please indicate on the line) _____
- I have read and understand the requirements of the RA position. _____
- I understand that the RA position allows no outside employment or off campus housing _____

By signing below you are confirming that all the requested documents are all included.

If your document is incomplete, it will not be processed until all the required items above are included in your packet.

Signature _____ **Date** _____

Hiring is contingent on the satisfactory completion of the application process, interview and overall needs of the department/program.

Please submit all of the materials above in a 9 x 12 sealed envelope addressed to "RA Selection Committee". To submit materials, you may either:

Drop off at: University Terrace- Ms. HugOffice located to the left of Front Desk

The Office of Residence Life located in the Student Residential Complex (Clusters)