

# **Southwestern Oklahoma State University**



**Department of Residence Life  
Resident Advisor Application**

# Southwestern Oklahoma State University

## **Qualifications:** The ideal applicant should possess the following qualifications.

- A 2.5 or higher cumulative grade point average.
- Must be a full-time (12 credit hours minimum) student.
- Have completed at least 30 credit hours.
- Have completed one semester living on campus.
- Must have a clean Student Conduct Record.

## **Characteristics:** The ideal applicant should possess or be able to develop the following characteristics.

- Sense of responsibility / Accountability
- Ability to communicate with a variety of personalities
- Leadership ability
- Effective interpersonal and small group communication
- Sensitivity to and appreciation of diversity and cultural differences
- Positive attitude
- Dedication to the mission and goals of Residence Life
- Self-confidence
- Ability to work as an effective and productive team member
- Timeliness / Flexibility / Patience

## **Compensation:**

- Receive a private room for the semi-private room rate.
- Paid hourly for the time they work the front desk and floor hours in the halls, not to exceed 20 hours per week.

## **General and Specific Duties:**

- Reside in University housing throughout the semester and until the official closing date for the semester.
- Attend scheduled staff meetings and development workshops, as well as a one-week staff training before the semester begins.
- Announce, post, and observe at least sixteen “on-duty” hours per week, during which time you will conduct safety inspections and constantly monitor your respective building and be available for residents. Schedule to be determined by your supervisor.
- Complete room inventories and conduct check-ins and check-outs.
- Report and document incidents immediately.
- Enforce University and Residence Life rules and regulations.
- Maintain confidentiality of resident information and records.
- Preserve the safety and security of the residents by assisting in fire drills and evacuations.

### **Communication**

- Conscientiously maintain an up-to-date bulletin board relaying campus information and activities to residents.
- Keep residents informed of deadlines and other pertinent information concerning academic matters.
- Acquaint residents with student services on and off campus, such as counseling and health services, financial aid and tutorial offices, campus and community organizations, etc.
- Serve as a liaison between staff and residents, relay information regarding policies, administrative matters, and activities to residents and share concerns of residents with the professional staff.
- Promote a working relationship between the staff and Resident Housing Association in relation to one another’s activities, concerns, and mutual goals.

### **Resident Awareness and Guidance**

- Know residents by name and room location, insuring you are available to talk with residents about concerns, interests, and needs.
- Identify residents with special talents and encourage them to become active in residence life and campus activities.
- Identify and assist residents with personal, social, academic, or health related concerns (current or potential). Keep the Director of Residence Life and Hall Directors informed accordingly, sharing information and discussing appropriate responses.

### **Programming**

- Plan welcome activities at the beginning of each semester to assist residents in getting to know and interact with one another.
- Work with students and other staff members to identify interests and needs, and plan programs in response to these needs.
- Must be present and encourage resident participation at staff presented activities, as well as campus activities.
- Complete an Activity Proposal and Activity Summary for each event, and provide Activity Evaluations to residents for events.

### **Student Conduct**

- Know, understand, and abide by Residence Life and University regulations.
- Communicate policies and their rationale to residents and establish behavioral expectations accordingly.
- Work with other staff members to promote a responsible living/learning atmosphere within the Residence Halls.
- Inform the Director of Residence Life and Hall Directors of actual and potential problems that may interfere with the living/learning atmosphere and work with the Director of Residence Life and Hall Directors to take appropriate action.

# Residence Life Staff Application

Southwestern Oklahoma State University - Residence Life Department – 100 Campus Dr. - Weatherford, OK 73906

(Please type or print clearly)

## General Information:

Name: \_\_\_\_\_ SID #: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Current Cumulative GPA: \_\_\_\_\_ Classification: \_\_\_\_\_

Have you previously lived in campus housing? \_\_\_\_\_ If so, please specify where and when: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If so, please specify details: \_\_\_\_\_

## Leadership: (Use a separate sheet if necessary)

Please describe extracurricular activities, leadership experience, and volunteer work in which you have been involved. Include any leadership positions you have held in clubs or organizations or any awards/honors you have received.

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## Work Related Experience: (Use a separate sheet if necessary)

List any work experiences you may have had which will enhance your ability as a leader with Residence Life.

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## Written Summary: (On a separate sheet, please type or print clearly your answers to the following questions)

1. Please describe what drew you to this position and why you're applying.
2. What kind of role do you envision the residence life program playing in a college student's life?
3. What qualities can you add to the residence life program?
4. List your anticipated time commitments during the next year. Give an estimated number of hours per week each activity requires.

To the best of my knowledge, the information that I have furnished in this application is true and correct. I realize that intentional falsification of statements in this application will subject me to disqualification as an applicant for a position with Residence Life.

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

# Southwestern Oklahoma State University

## Reference Form

*One or both of the references should be from a university official, advisor, faculty member, or a former employer.  
Avoid using friends and members of the Residence Life staff.*

I, \_\_\_\_\_, request that you complete the reference form below on my behalf as an applicant for a position in Residence Life.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The individual named above is applying for a staff member position in Residence Life at SWOSU. Residence Life staff members are selected on the basis of their leadership and interpersonal skills, scholarship, and a genuine desire to assist fellow students. Employees serve as role models and must be able to uphold and live by the standards set forth in the University Student Guide as well as the Residence Life Handbook.

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**Please complete and return as soon as possible to: Southwestern Oklahoma State University, Residence Life Department, 100 Campus Dr., Weatherford, OK 73096 or fax (580) 774-7135.**

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_
3. Would you want this applicant to work for you? Please address such areas as dependability, ability to be a positive influence on a group, creativity in working with students, ability to have relationships with authority figures, and any other areas you feel are important. If you would not hire this applicant, why?
  
  
  
  
  
  
  
  
  
  
4. Have you seen this applicant use good judgment in making decisions? Please give an example.

Please predict, by circling the appropriate number, the overall level of performance of this student if selected:

(low)    1    2    3    4    5    6    7    8    9    10    (high)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

# Southwestern Oklahoma State University

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4. Have you seen this applicant use good judgment in making decisions? Please give an example.

Please predict, by circling the appropriate number, the overall level of performance of this student if selected:

(low)    1    2    3    4    5    6    7    8    9    10    (high)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date