RESIDENT ASSISTANT APPLICATION PACKET

Your choice to apply for an RA position is one of the best decisions you can make in your college career! Being an RA at New Mexico Tech is one of the most challenging, rewarding and fun student jobs available. RAs are role models to the fellow students they serve, providing a vital link between the student body and the Department of Residential Life.

ESSENTIAL RA JOB REQUIREMENTS:

- Have prior experience living in NMT College housing.
- Participate in a weeknight and weekend duty rotation schedule.
- Remain in good financial, academic and judicial standing.
- Attend weekly staff meetings and other meetings as scheduled.
- Be available to participate in RA training by returning to campus at least 10 days before classes begin.
- Be available to stay after students leave campus for college breaks to help close college residences.
- Assist in conducting periodic health & safety inspections and administer routine student check-in/check-out room inspections.
- Be a role model student and resident.
- Plan floor and building events.
- Facilitate monthly reflective engagement meetings with student residents in your assigned area.
- Be a resourceful Tech ambassador and peer counselor.
- Help promote campus safety, wellness and diversity.
- Enforce and promote college policies.
- Remain highly visible, accessible and helpful to students and staff.

RA APPLICATION REQUIREMENTS:

- Complete and submit the attached single-sided RA application sheet.
- Submit your current Resume. (You can get help at the Career Office located on the 2nd floor of Fidel)
- Submit a cover letter explaining your understanding of the RA position at Tech, why you are applying, and what experience and other applicable qualifications you have.
- Secure a reference from at least two sources (one needs to be a Tech faculty or staff member to complete) and return your reference evaluation form.
- Applicants selected for interview must schedule and attend an interview to continue in the process.
- Applicants will be asked to develop and execute a program in a residence hall for final consideration.

Return the attached one-page RA application sheet to us at:
The Office of Residential Life, 2nd Floor Fidel
Submit all additional application materials for priority consideration by 4pm, Feb. 2nd to our office via e-mail at: Residential_Life@nmt.edu

Reference evaluations should be dropped off or sent via campus mail to The Office of Residential Life, 2nd Floor Fidel

Candidates are strongly encouraged to attend an RA INFO NIGHT meeting to learn more about the job.

RA INFO NIGHT meetings will be held at:
South 1st Floor Lounge, Monday 1/23 at 8pm
Driscoll Lobby, Tuesday 1/24 at 8pm
Altamirano 2nd Floor Lounge, Wednesday 1/25 at 8pm
Torres 1st Floor Lounge, Thursday 1/26 at 8pm
If you are selected for an interview, you will be contacted via your NMT e-mail address with scheduling instructions.
NEW MEXICO TECH
Resident Assistant Application

Name: ____________________________ 900#: ____________________________

Current Campus Address (Hall and Room Number): ____________________________

Phone #: ____________________________ NMT e-mail: ____________________________

Permanent Home (summer) Address: _________________________________________

 Permanent Home (summer) Phone #: ____________________________

Major: ____________________________  Expected Graduation Date: _____________

Cumulative GPA: ____________________________  * minimum of 2.5 Cumulative required

Class Status: ( ) First-year  ( ) Second-year ( ) Third-year ( ) Fourth-year

Number of semesters living on campus: ______  Current RA: ____________________________

NMT Residence Hall Living Experience:

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Residence Hall</th>
<th>Resident Assistant</th>
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Professional References:

Please provide at least two (2) professional references that would be able to attest to your work ethic, leadership, integrity, and ability. At least one of the references needs to be a University faculty/staff member. The other reference could be a current/former employer (paid or volunteer), former teacher, etc. References should not be completed by family members, current Resident Assistants or Residential Life Staff members.

Reference #1: ____________________________  Phone ____________________________ Email ____________________________ Relationship ____________________________

Reference #2: ____________________________  Phone ____________________________ Email ____________________________ Relationship ____________________________

Reference #3: ____________________________  Phone ____________________________ Email ____________________________ Relationship ____________________________

Have you ever been found responsible for violating rules or policies of New Mexico Tech?  Y  N

If yes, please explain: _____________________________________________________________

____________________________________________________________________________

Have you ever been convicted of a felony or misdemeanor?  Y  N

If yes, list date, charge, location, court, and action taken: _____________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

VERIFICATION

I have inquired about and understand the basic responsibilities, duties and other obligations of being a Resident Assistant (RA) at New Mexico Tech. I am aware of Residential Life’s expectations as well as NMT rules and policies and will abide by them as described if I am offered and accept a staff position. I certify that all of the information disclosed on this and all my other submitted application materials is true and accurate. I understand any misrepresentation may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all listed past or current supervisors or Residential Life staff members may be contacted and/or reviewed. I understand that employment as an RA at New Mexico Tech is conditional upon maintaining a minimum 2.5 cumulative GPA and remaining in good judicial and financial standing. Employment contracts are issued on a semester basis and appointing officials are not obligated to extend employment for additional time based on performance review.

Signed ____________________________  Dated: ____________________________
RA APPLICATION CHECKLIST:

Complete and submit the attached single-sided RA application sheet.

Current Resume (For tips on writing a Resume can be found at http://www.nmt.edu/resumes-cover-letters-and-more)

Cover Letter explaining your understanding of the RA position at Tech, why you are applying, and what experience and other applicable qualifications you have.

Two References (at least one from a Tech faculty or staff member) to complete and return your reference evaluation form

For priority consideration for Fall 2017 RA Placement, be sure all of your application materials, including your faculty/staff reference form, are received by our office no later than 4pm, Thursday February 2, 2017.

Submit all additional application materials to our office via e-mail at: Residential_Life@nmt.edu

Reference evaluations should be dropped off or sent via campus mail to The Office of Residential Life, 2nd Floor Fidel
**Resident Assistant Application**

Reference Form for: ____________________________________________

Reference Name___________________________________ Phone#__________________________
Title ______________________ Relationship to Applicant____________________________________

The student you are evaluating has applied for an RA position at New Mexico Tech. The position is integral to the
development of the college student living environment in the residence halls and college apartments. RAs are responsible for
developing quality relationships with the students he/she serves and for planning programs which encourage student to grow
socially, emotionally and intellectually. Your evaluations and comments will help us determine the suitability of the applicant
for the RA position and rate this student against other RA candidates. Once completed, please place this form in a sealed and
signed envelope with the candidate’s name on the front and send it to the Residential Life Office, 2nd Floor Fidel. Applicants will
not see your comments. ~Thank you.

How long have you known the RA Candidate? ____________________________________________

How well do you know candidate (from 1-5, 1 meaning not well; 5 meaning very well) ______

Do you think this candidate will serve as a role model to his/her residents and the student body at large? ______
Please explain:
____________________________________________________________________________________
____________________________________________________________________________________

Please circle the appropriate response as it relates to the applicant.

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<th>Needs Improvement</th>
<th>Average</th>
<th>Excellent</th>
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<td>1</td>
<td>2</td>
<td>3</td>
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*Sorry, Reference Forms CANNOT be completed by or accepted from Tech RAs or other Residential Life Staff
To ensure this candidate receives priority consideration for Fall '16 RA Placement, please return this form to Residential Life no later than February 2, 2017. Each candidate is required to have at least one complete reference form to satisfy our RA Application requirements. Candidates are encouraged to make copies of this form if they would like to submit additional reference evaluations.
Resident Assistant Application

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