



## ***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 2 semesters 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 2<sup>nd</sup> floor of Fidel)
- Submit a cover letter explaining:
  - Why you would like to be an RA,
  - What type of campus involvement/experience you have, and
  - What other experiences and qualifications you have that we should know about.
- Applicants selected for an interview will be asked to sign up for an interview that takes place during the week of Feb 11-15.
- Applicants that successfully navigate the interview will be asked to participate in the group process activity on Sunday, Feb 7 from 6 – 9 pm.

**Return the attached one-page RA application sheet to us at:  
The Office of Residential Life, 2<sup>nd</sup> Floor Fidel**  
**Submit all additional application materials for priority consideration by  
11:59 pm Thursday, Feb 7<sup>th</sup>, to our office via e-mail at:  
Residential\_Life@nmt.edu**

If you are selected for an interview, you will be contacted via your NMT e-mail address with scheduling instructions.



## 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:

Year/Semester	Residence Hall	Resident Assistant

**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. Another reference could be a current/former employer (paid or volunteer), former teacher, etc. References will be asked to complete an online reference form. **References should not be completed by family members, current Resident Assistants or Residential Life Staff members.**

Reference #1: \_\_\_\_\_ Email \_\_\_\_\_ Relationship \_\_\_\_\_  
 Reference #2: \_\_\_\_\_ Email \_\_\_\_\_ Relationship \_\_\_\_\_  
 Reference #3: \_\_\_\_\_ 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: \_\_\_\_\_