



UNIVERSITY OF

SOUTHERN MAINE

Department of Residential Life and Resident Education

Application Packet

Resident Assistant: Academic Year 2010-2011

Fire Marshal: Academic Year 2010-2011

Summer Conference Assistant: Summer 2010

Summer Resident Assistant: Summer 2010

Summer Front Desk: Summer 2010

Thank You for your interest in becoming part of our team!

The requirements necessary and a timeline for the application process are listed here. Please read through ALL the information in this packet thoroughly before submitting your application.

Candidates Must:

- Have a Cumulative GPA of 2.25. If extraordinary circumstances have prevented you from obtaining a 2.25 and your current GPA is between 2.0 and 2.25, you may submit a letter of appeal with your application. You may wish to submit a copy of your transcript if it will support your appeal.
- Have lived on a college campus at least one semester
- Must be in good disciplinary standing with the Office of Community Standards

Important dates:

February 24th - Completed applications and references are due

March 14th - New RA Candidate Interview Day

January 19th – March 12th - Returning Staff Interviews conducted during 1-1's

March 29th - Decision Letters Available in 100 Upton Hall

Application Check List:

- Completed application
- Cover letter and resume
- Typed response to applicable short answer questions
- Two completed references turned in by you or your reference by the deadline

Submit Application materials to 100 Upton Hall, Gorham, Maine 04038

**University of Southern Maine
Department of Residential Life
Student Staff Application**

General Information:

Name: _____ MaineStreet ID#: _____

Preferred Name: _____ Gender: _____

Perm Phone: _____ Cell Phone: _____

Campus ext: _____ Email: _____@maine.edu

Current Address: _____

Permanent Address: _____

Position(s) for which applying: check all that apply

Resident Assistant Fire Marshal Overnight Summer Conference Assistant

Summer Front Desk Summer Resident Assistant

Are you a transfer student? Y N If yes, transferred: Fall _____ Spring _____

Current Class Status: (circle your answer) FR SO JR SR GRAD

How many credits will you have earned at the end of the current semester? _____

Academic Major: _____ Academic Minor: _____ GPA: _____

Are you applying for student teaching/internship during the next school year? Y N

If yes, how many hours a week? _____

Will you have to work in addition to this position? Y N

How many hours per week? _____

FOR STAFF USE ONLY

DATE RECEIVED:

DATE REVIEWED:

RESIDENT ASSISTANT APPLICANTS ONLY:

Are you interested in being placed on a living learning community or special interest housing floor? Yes_____ No_____

If yes, check all that apply:

- First Year Integration Russell Scholars Fitness/Wellness
- Outdoor Experience Gender Neutral Substance Free
- Upperclass Experience Sustainability 24 Hour Quiet
- Community of Arts International

**Applicants interested in being placed on a Special Interest Floor or Living Learning Community must complete the additional question (#5) in the short answer section of this application.*

HALL PREFERENCE:

Please mark your preference of halls you would like to work in. Please note that this does NOT guarantee you placement in your preferred hall.

1. _____ 2. _____ 3. _____

FOR ALL APPLICANTS:

Resume:

Please include a current resume along with this application. This resume should highlight your relevant on-campus and/or off-campus work experiences, activities, programs and involvement in organizations and all other relevant employment.

References:

Please have the attached reference sheets completed by TWO people and have them returned by the official deadline. One reference MUST come from your current RA.

Reference #1:

Name: _____

Organization: _____ Relationship _____ Phone #: _____

Reference #2:

Name: _____

Organization: _____ Relationship _____ Phone #: _____

Short Answer Questions:

The following questions are to be completed by Fire Marshal and Programming Assistant applicants only:

1. Why are you interested in the Fire Marshall position and what do you perceive this position's responsibilities to be?
2. Describe a time when you organized an event. What was the event? Please describe what went well, what would you change and what resources you utilized.

Resident Assistant Applicants only:

1. What do you perceive the RA role to be?
2. What does the word "community" mean to you, and how will you go about creating that community with your residents?
3. What does diversity mean to you and how would you create an accepting and inclusive atmosphere in the building?
4. Describe a time when you organized an event. What was the event? Please describe what went well, what would you change and what resources you utilized.

**For Living Learning Community or Special Interesting Floor Applicants:*

5. Please describe your interest and reasons for applying for this position as well as programmatic ideas and skills you would bring to this community.

Summer Position Applicants only:

1. Please describe a time when you have had an interaction with a very difficult person. How did you handle the situation?
2. What does good customer service mean to you and how would you go about exhibiting it on campus?

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Confidential Personnel Information

(This page will be detached and reviewed only by the hiring office)

Except for minor traffic violations and adjudications as a youthful offender, wayward minor, or juvenile delinquent, have you been convicted of any offenses against the law, forfeited collateral or are you now under charges for any offense against the law? (A conviction is not an automatic bar to employment. Each case is considered on its individual merits.)

___No ___Yes

(If your reply to this question is yes, please provide details below):

I, the applicant, understand that by my submission of this application, I authorize the Department of Residential Life to review both my academic and disciplinary record to verify the information recorded in the application to be true. I also understand that my records (both academic and disciplinary) will be periodically reviewed once again if I am offered the position or remain in the active pool.

Applicant Name (please print or type)

MaineStreet Student ID Number

Signature of Applicant

Date