

DA Residence Life Desk Assistant Application

Full Name:
CID#:
Date of Application:

Please print neatly.

Classification:	SFA PO Box:
Hours Completed: Enrolled:	Hall/Complex: Room/Unit#:
Major/Minor:	Phone:
Permanent Address:	Alt/Cell Phone:
City, State, Zip	Email:

Do you have an overall GPA of at least 2.25 on record at SFA? Yes No

Do you have the *preferred* overall GPA of at least 2.5? Yes No

Are you related to a member of the Board of Regents? Yes No

Have you ever worked for Residence Life before? Yes No

 If yes, give dates and position: _____

Do you have any relatives employed by this University? Yes No

 If yes, give names and department: _____

How did you find out about the DA position? _____

(Please give name if it was a staff member)

It is policy of Stephen F. Austin State University that all applicants shall receive equal opportunity for employment and that during employment shall be treated equally in all respects regardless of race, color, religion, sex, age, national origin or disability.

List places of residence during your college career:

Semester & Year	Residence	Semester & Year	Residence
Freshman:		Junior:	
Sophomore:		Senior:	

Give your Residence Life Department-related student organization experience:

Are you, or have you been involved in the Residence Hall Association or the Organization of Campus Apartments? If yes, how?
 Yes No

Are you, or have you been involved in your Hall-Level RHA or Apartment Association? If yes, how?
 Yes No

Do you hold, or have you held a position in any of these organizations? If yes, when and what position?
 Yes No

Have you presented a program in your residence hall or apartment complex? If yes, what kind was it? (Fundraiser, Social, Community Service, etc.) Yes No

Are you, or have you been a RHA Welcome Jack? Yes No

For Office Use Only	Date: _____	Checked by: _____
<input type="checkbox"/> Current SFA Student:	Current GPA: _____	Hours Completed: _____
<input type="checkbox"/> Transfer Student:	Current GPA: _____	Hours Completed: _____

Candidate Questions

Please type your answers on a separate page and staple them to your application.

1. What top three characteristics and/or traits do you feel you have that make you the best candidate to be hired for the DA position?
 2. What do you feel is the primary role of the DA?
 3. While employed as a DA, how will you build and maintain a community while promoting diversity and tolerance?
 4. Once employed as a DA, what specific actions will you take to assure your supervisors that you have the skills and desire to be part of creating and maintaining a successful team among your campus-wide co-workers?
 5. As a DA, describe the professional relationship you will create between yourself, your supervisors and co-workers.
 6. Having read the job description in this packet, which job responsibility makes you feel most apprehensive and how will you overcome that apprehension?
 7. Having read the job description in this packet, which job responsibility makes you feel most excited and why?
 8. What extra-curricular activities are you involved in and what is your time obligation to them?
 9. Are you interested in eventually promoting to a Resident Assistant?
 10. What else would you like us to know about you?
-

Job Requirements

The below items are requirements of the job. Do you commit to: (Please check the appropriate box.)

- Yes No Support the campus community by taking an active role in hall association or apartment organization?

If "No", why?

- Yes No Work weekends, including Friday, Saturday & Sunday?
- Yes No Work late shifts (10:00 pm - Midnight & 10:00 pm - 2:00 am)?
- Yes No Work early morning shifts (7:00 am - 10:00 am & 10:00 am - Noon)?
- Yes No Return to campus a few days prior to the opening of the hall for training and to help open the hall?
- Yes No Remain on campus after the closing of the hall to help close it?
- Yes No Willing to work desk shifts in any Residence Life facility whether you reside there or not?
-

Applicant's Responsibility

It is the applicant's individual responsibility to include all items required for their application.

In order for your application to receive full consideration, the items below must be stapled in order to the back of your application at the time you submit it to our office. Please read your application closely for instructions.

1. A Resume - Include local contact information, education, employment history, skills, and references.
2. Candidate Question Responses - On a separate piece of paper, type your responses to the Candidate Questions.
3. Academic Progress Estimation - This form is used as a means to assess viability for employment while maintaining academic standards.
4. Finally, make sure that the Applicant's Choice of Evaluator Form gets filled out and returned to the Residence Life Department by the application due date.

Academic Progress Estimation

The individual named below is applying for employment with the Residence Life Department at Stephen F. Austin State University. Your time completing this form is greatly appreciated by both the student and the Residence Life Department.

A minimum overall GPA of 2.25 is required (2.5 preferred) for all current and potential staff members. This academic review will help us assess this individual's capability for employment while maintaining academic standards.

To the Student:

Complete this form **AFTER MID-TERM** and return it to the Residence Life Department with your application. Visit your instructor during their scheduled office hours or at a time convenient for them.

To the Instructor:

Please give us an estimate of this student's progress in your class at this point in time. We understand that the grade estimate you provide is not guaranteed to be the final grade the student will earn in your class. We thank you for taking the time to complete this form.

Student's Name: _____ **CID#:** _____

Course	Instructor Name	Grade Estimate	Semester Hours	Instructor Signature & Date

Student, please determine your predicted GPAs: Semester GPA: _____ Overall GPA: _____

By signing below, I attest that the information on this application is complete and accurate to the best of my knowledge. I understand that falsification of any of the information may result in the termination of employment and/or the withdrawal of any offers of employment with the Residence Life Department. If offered a position and employed by the Residence Life Department, I intend in good faith to fulfill all of the job responsibilities to the best of my abilities.

Signature of Applicant

Date

Starting Date:

We gladly accept applications year-round for the position. However, departmental interviews are held each fall and spring in order to staff each residential facility for the upcoming semester. If there are unexpected openings during the semester, qualified applicants will be contacted directly by the Residence Life Department. Interested applicants can pick up an application packet in the Residence Life Department. Questions about the application packet can be directed to the Residence Life Department at 468-5304 or to your hall or apartment staff.

Term of Employment:

Desk Assistants are expected to fulfill a full academic year term of employment beginning in August and completed in May. Each semester, DAs will return approximately 3 days before halls open for mandatory staff training and are expected to stay until the building has closed down and all of the residents have left.

Training:

Department training and extended training (in-service training) is held throughout each semester and is mandatory for all staff. Each individual staff member is responsible for being aware of the specific date, time, and location of training for that semester, as well as arriving on time.

Benefits:

Desk Assistants are paid minimum wage for hours worked each week, up to 20 hours.

Miscellaneous:

Desk Assistants must reside in campus housing and maintain an acceptable course load without exceeding 18 hours and must maintain an SFA GPA of 2.25 (2.5 preferred). All residents who live on campus must have a contract and \$100 deposit on file in the Residence Life office and must purchase a meal plan.

Application & Interview Tips:

Take Your Time Completing the Application.

⇒ Your application is important preparation for your interview. Your responses and application are a factor for placement.

Be Neat and Prompt with Everything.

⇒ Your application packet is a preview of what we can expect of you administratively.

Dress Appropriately for Your Interview.

⇒ This is a professional interview. A nice shirt, slacks, skirt or dress is appropriate for this interview. Jeans, hats, flip-flops and t-shirts should not be worn to this interview.

Think about Your “Answers” before You Interview – Be Prepared.

⇒ You should walk into an interview not with answers, but with ideas, particularly in the areas of programming, community building, and teamwork/staff development. It is important to be able to display that you have the ability to be an effective and positive member of a team, as well as a positive representative for our department.

Know about Us.

⇒ Investigate the job: talk to your residence hall or apartment staff and read the Residence Life Department’s Community Guidelines.

**Residence Life Office
Austin Building 131
P.O. Box 13054 SFA Station
Nacogdoches, Texas 75962
(936) 468-5304**

**Residence Life is an equal
opportunity employer.
All Information in this packet is subject to change.**

STEPHEN F. AUSTIN STATE UNIVERSITY

Residence Life Department
PO Box 13054 SFA Station
Nacogdoches, TX 75962-3054
Phone: (9961 468-5304 Fax: (936) 468-2074

Applicant's Choice of Evaluator Form

The individual named below is applying for employment with the Residence Life Center at Stephen F. Austin State University. Your time completing this form is greatly appreciated by both the applicant and the Residence Life Department.

To the Applicant: (Please print in black ink.)

Complete Part A, sign and date and SEND or GIVE the form to ONE evaluator of your choice, If you currently live on campus at SFA, the evaluator should be a Residence Life Staff Member. If you are not a campus resident at SFA, the evaluator may be a supervisor, mentor, or advisor of your choice.

To the Evaluator: (Please print in black ink.)

Complete Part B and return this form TO THE APPLICANT or to the Residence Life Office.

PART A: COMPLETED BY APPLICANT

Position Information:

Write the name of the position(s) for which you are applying: _____

Local Contact and Personal Information:

Name _____ Campus ID: _____
Last First Middle

Address: _____
SF! PO Box (or other if not a campus resident) City State Zip Code

Contact Phone Numbers: _____
Home Alternate or Cell

Date Letter Due To Residence Life:

Day: _____ Date: _____ Month: _____ Year: _____

Evaluator Information:

Printed Name of Evaluator: _____ Contact Phone Number: _____

Relationship to Applicant _____ Length Known: _____

Waiver:

- I waive the right to view this letter of recommendation.
- I do not wish to waive the right to view this letter of recommendation.

Signature of Applicant _____ Date: _____

PART B: COMPLETED BY EVALUATOR:

Instructions:

Please place a mark indicating your opinion of the applicant's aptitude/performance related to the following items. Sign, date, and return this form to the candidate, or to us, before the date on the other side of this form.

Evaluator's Signature: _____ Date: _____

In my opinion, the applicant:	Is typically known for this.	Requires M. effort to display this.	Requires <u>some</u> effort to display this.	I am unable to offer an opinion on this.
Appreciation				
Attentiveness				
Availability				
Awareness				
Communication Skill - Oral				
Communication Skill - Listening				
Communication Skill - Written				
Compassion				
Confidence				
Consideration				
Cooperation				
Creativity				
Customer Service				
Decisiveness				
Dependability				
Discretion				
Enthusiasm				
Fairness				
Flexibility				
Follow- Through				
Generosity				
Honesty				
Hospitality				
Initiative				
Integrity				
Judgment				
Organization Skills				
Patience				
Positive Attitude				
Problem-Solving				
Punctuality				
Resourcefulness				
Responsibility				
Self-Discipline				
Self-Motivation				
Sensitivity to Others				
Thoroughness				
Time Management				
Tolerance of Others				

Academic Progress Estimation

The individual named below is applying for employment with the Residence Life Department at Stephen F. Austin State University. Your time completing this form is greatly appreciated by both the student and the Residence Life Department.

A minimum overall GPA of 2.5 is required for all current and potential staff members. This academic review will help us assess this individual's capability for employment while maintaining academic standards.

To the Student:

Complete this form AFTER MID-TERM and return it to the Residence Life Department with your application. Visit your instructor during their scheduled office hours or at a time convenient for them.

To the Instructor:

Please give us an estimate of this student's progress in your class at this point in time. We understand that the grade estimate YOU provide is not guaranteed to be the final grade the student will earn in your class. We thank you for taking the time to complete this form.

Student's Name: _____

CID#: _____

Course	Instructor Name	Grade Estimate	Semester Hours	Instructor Signature	Date

Student, please determine your predicted GPAs: Semester GPA: _____ Overall GPA: _____

By signing below, I attest that the information on this application is complete and accurate to the best of my knowledge. I understand that falsification of any of the information may result in the termination of employment and/ or the withdrawal of any offers of employment with the Residence Life Department. If offered a position and employed by the Residence Life Department, I intend in good faith to fulfill all of the job responsibilities to the best of my abilities.

Signature of Applicant

Date

Starting Date:

We gladly accept applications year-round for the position. However, departmental interviews are held each fall and spring in order to staff each residential facility for the upcoming semester. If there are unexpected openings during the semester, qualified applicants will be contacted directly by the Residence Life Department. Interested applicants can pick up an application packet in the Residence Life Department, Room 131 in the Austin Building. Questions about the application packet can be directed to the Residence Life Department at 468-5304 or to your hall or apartment staff.

Term of Employment:

Assistant Directors are expected to fulfill a full academic year term of employment beginning in August and completed in May. Each semester, ADs will return approximately two weeks before halls open for mandatory staff training and are expected to stay until the building has closed down and all of the residents have left. ADs may also be required to remain on-campus during university breaks to help cover buildings.

Training:

Department training and extended training (in-service training) is held throughout each semester and is mandatory for all staff.

Each individual staff member is responsible for being aware of the specific date, time, and location of training for that semester, as well as arriving on time.

Housing:

Assistant Directors will be provided a single room.

Benefits:

Assistant Directors are provided a room at no cost (room + utilities) plus a \$162.50 weekly stipend except when buildings are closed.

Miscellaneous:

Assistant Directors must be eligible to reside in campus housing by maintaining an acceptable course load without exceeding 18 hours. All on campus residents must have an application and \$100 deposit on file with the Residence Life Office and must purchase a meal plan. Internships and other employment are not permitted while employed and must maintain an SFA GPA of 2.5.

Application & Interview Tips:

Take Your Time Completing the Application.

- ⇒ Your application is important preparation for your interview. Your responses and application are a factor for placement.

Be Neat and Prompt with Everything.

- ⇒ Your application packet is a preview of what we can expect of you administratively.

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- ⇒ This is a professional interview. A nice shirt, slacks, skirt or dress is appropriate for this interview. Jeans, hats, flip-flops and t-shirts should not be worn to this interview.

Think about Your "Answers" before You Interview - Be Prepared.

- ⇒ You should walk into an interview not with answers, but with ideas, particularly in the areas of programming, community building, and teamwork/ staff development. It is important to be able to display that you have the ability to be an effective and positive member of a team, as well as a positive representative for our department.

Know about Us.

- ⇒ Investigate the job: talk to your residence hall or apartment staff and read the Housing Department's Community Guidelines.

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PO Box 13054 SFA Station
Nacogdoches, TX 75962

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