RHA Ad-Hoc Executive Position
PARENTS DAY COORDINATOR APPLICATION
STEPHEN F. AUSTIN STATE UNIVERSITY

Please type or print neatly.

Name: ____________________________________________  (First) (Last)

Permanent Address: ____________________________________________
Street or P.O. Box

City________ State________ Zip

CID#:________________________________________

Major/Minor:____________________________________

Hours Completed:_____ Enrolled:_____

Classification:____________________________________

Cell Phone Number: ________________________________

P.O. Box Number:__________________________

Hall: ____________ Room Number: _____

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

Do you have a current overall SFA GPA of at least 2.3?  ☐Yes ☐No

Have you worked for Residence Life before? If YES, give dates and position.  ☐Yes ☐No

________________________________________

Do you plan to live on campus during the Spring, Summer, and Fall semester?  ☐Yes ☐No

List places of residence during your college career:

<table>
<thead>
<tr>
<th>Semester &amp; Year</th>
<th>Residence Hall</th>
<th>Semester &amp; Year</th>
<th>Residence Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman:</td>
<td>__________________________</td>
<td>Junior:</td>
<td>__________________________</td>
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<tr>
<td>Sophomore:</td>
<td>__________________________</td>
<td>Senior:</td>
<td>__________________________</td>
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CANDIDATE QUESTIONS

Please type your answers to the following questions 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 for the RHA Parents Day Coordinator?

2. What do you feel is the primary role of the RHA Parents Day Chair?

3. Describe your leadership experience
4. As an RHA Parents Day Coordinator, describe the professional relationship you will create between yourself and the Executive Board, your immediate supervisor, the RHA Advisor and other faculty and staff that might take part in Parents Day?

5. What extra-curricular activities are you involved and what are your time obligations to them?

6. How active have you been involved RHA and Hall Council?

7. Describe your involvement in campus programming.

8. How would you recruit and utilize committee members and volunteers for the planning and execution of Parents Day?

9. How would you involve the Nacogdoches Community in Parents Day?

**CANDIDATE RESPONSIBILITY**

It is the candidate’s individual responsibility to complete 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. **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. **Unofficial Transcript**- This can be printed under MySFA under Self-Service Banner
4. **Presentation Materials**- You will be required to give an oral presentation and it must include the following:
   a. Parents Day Theme- Include a description of your overall theme for Parents Day
   b. Parents Day Logo- Include a logo design for the use on all Parents Day materials
   c. Parents Day T-Shirt Design- Include both a front and back design for the Parents Day T-Shirt
   d. Volunteers- How do you plan to include others in planning and implementation of the event?
   e. Advertisement Sales- Describe your sales experience and how will you implement a sales strategy within the local community?
5. **Reference**- Not attached, but should be placed in Helen Woldemichael Residence Life box or to her office in the RHA Office.

By signing below, I attest that the information on this application is complete and accurate to the best of my knowledge. 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.

_________________________  ______________
Candidates Signature          Date

All applications should be turned into Helen Woldemichael by October 30, 2015 by 5:00pm to the Residence Life Department. You will then be contacted to set up an interview.