RHA Parents Day Chair Application 2015
Stephen F. Austin State University

Please type or print neatly

Name:__________________________________________ CID#:________________________________

Permanent Address:____________________________________ Major/Minor:________________________________
Street or P.O. Box
_____________________________________________ Hours Completed:_____Enrolled____
City________________________________ State________________________ Zip

Cell Phone Number:____________________________ Classification:________________________________

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 of race, color, religion, sex, age, national origin or disability.

Circle the following:

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

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

________________________________________________________

Are you available during Spring, Summer, and Fall of 2015 to plan Parents Day? Yes No

FOR OFFICE USE ONLY: Date:_________ Check By:__________
Current SFA Student: Current GPA:_______ Hours Completed:____
Or
Transfer Student: Transfer GPA:_______ Hours Completed:____

FOR OFFICE USE ONLY:
Entered By:_________
Date:_______________
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 Chair?
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 ion 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 Courtney Pickens 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 Courtney Pickens by **November 12th by 5:00pm** to the Residence Life Department or the RHA Office. You will be contacted to set-up an interview.
Residence Life Department
Stephen F. Austin State University

RESIDENCE LIFE STAFF
APPLICANT REFERENCE FORM

This form is to be completed by an individual whom can contest to the applicant’s work ethic, personality, and interpersonal communication skills. For example this form can be filled out by a previous employer/supervisor, Hall Director, Community Assistant, SFA organizational advisor, SFA Faculty or Staff member.

Applicant, please complete the following:

<table>
<thead>
<tr>
<th>Applicant Information:</th>
<th>Reference Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Relationship to Applicant:</td>
</tr>
<tr>
<td>Email:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Position of Interest:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

How long have you known this applicant? __Years ___Months

How well do you know this applicant? ___Very Well ___Fairly Well ___Slightly ___Not Very Well

Please evaluate the applicant on the following:
( SA = Strongly Agree; A = Agree; D = Disagree; SD = Strongly Disagree; N = Not Observed)

<table>
<thead>
<tr>
<th>The applicant:</th>
<th>SA A D SD N</th>
</tr>
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<tbody>
<tr>
<td>Is a positive influence within his/her peer group.</td>
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<tr>
<td>Is approachable.</td>
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<tr>
<td>Can handle situations involving conflict.</td>
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<td>Is dependable.</td>
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<td>Accepts/utilizes constructive criticism.</td>
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<td>Is capable of initiating interaction with other students.</td>
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<tr>
<td>Supports residence hall and university policies.</td>
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<tr>
<td>Has insight into the interest and needs of other students.</td>
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<td>Demonstrates an open-minded attitude towards varying cultures, ethnicities, values, etc.</td>
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<td>Is capable of communicating his/her views and recommendations appropriately to others.</td>
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<tr>
<td>Should be hired as a Residence Life Staff Member.</td>
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<td>Attends hall and floor programming.</td>
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</tbody>
</table>

Please list and explain the candidate’s strengths: (For more space, feel free to use the reverse side of the paper.)

Please list and explain the candidate’s area of needed improvement:

Anything else you would like to add for our consideration of this applicant:

Signature ___________________________ Date __________