



Glen Oaks Community College Resident Assistant Job Application

*All sections must be completed for full consideration. Return all materials in sealed envelope.
Please type or print legibly*

Name: _____
(Last) (First) (Middle)

Student ID Number: _____

Current Address/Contact Information:

(Street Address)

(City) (State) (Zip Code)

(Current Telephone) (Glen Oaks Email Address)

Permanent Address/Contact Information (if different than above):

(Street Address)

(City) (State) (Zip Code)

(Permanent Telephone) (GOCC Email Address)

Gender (Circle): Male Female

Number of Semesters Completed: _____ **Credit Hours Completed:** _____

Cumulative GPA: _____ **Recent Semester GPA:** _____

Do you plan to take more than 12 credits per term Fall 2019? (Circle) No Yes

If so, how many hours will you be taking? _____

Supplemental Materials

Resume

Please attach a current copy of your resume to the *Resident Assistant (RA) Application* at the time of submission.

Class Schedule

Please attach a copy of your current Winter 2019 class schedule. If you are selected for an interview, this will be used to help the Student Housing staff schedule interview times. Please see the timeline for more information about the RA selection process.

Short Answer Questions

Below is a list of questions, all questions must be answered for applicant consideration. Please answer the following questions as honestly and thoughtfully as possible. The answers should reflect your own personal views. Please list the question and then your response. Responses should be typed on a separate sheet and included with your final application. Please place your name and email address at the top of your typed response page.

1. What motivated you to apply for this position? Be specific.
2. The new Student Housing will be home to people from diverse backgrounds, abilities, lifestyles, and cultures. Please write about a significant experience you have had with people different from you. How have you grown from this experience?
3. Give an example of where you worked on a team as an employee or volunteer and what role you played in the organization.
4. What aspect of the RA job description attracts you the most and why?
5. Which aspects of the RA position will you find most challenging and why? What do you think would be the greatest strength that you would bring to the position?
6. Please list all commitments you anticipate during the academic year. This should include all academic programs, organizations, clubs or otherwise and the number of hours per week you expect to be involved in these activities.

Supplemental Materials: References

You will need to provide the contact information for two references below. It is recommended that one reference be a faculty or staff member at Glen Oaks Community College.

Name:	_____
Phone	_____ E-Mail _____
Name:	_____
Phone	_____ E-Mail _____

Final Submission
RA Applications are due Friday, March 29th, 2019 @ Noon

To have full consideration for the RA Selection process, all the following items must be included at the time of submission. Please submit all documents in a sealed envelope to the Student Services Office.

- Resident Assistant (RA) Paper Application**
- Supplemental Materials, Including:**
 - Resume**
 - Class Schedule**
 - Short Answer Questions**
- Contact Information for (2) references**

If items are missing, your application packet will be considered incomplete. Deliver your application to the Student Services or Housing Office, or you can mail all application materials to:

Glen Oak Community College
Attn: April Yost
Student Services Office
62249 Shimmel Road
Centreville, MI 49032
Attn: Resident Assistant Selection Committee

I certify the answers on this document are true, to the best of my knowledge. I realize all the information furnished by me will be verified by COCM (Capstone On-Campus Management) and that any misrepresentation of facts may constitute cause for discontinuance in the selection process, a non-appointment or dismissal. I authorize all previous employers to cooperate with the College and to release, on a confidential basis, any information concerning my employment, and further authorize COCM access to verify good standing of my academic, student judicial and financial records with my institution. I understand that I must adhere to all academic requirements (2.5 minimum cumulative GPA) to stay in the selection process and to accept an appointment. I understand that an offer is contingent upon return of clear criminal background and consumer report checks. Should I not meet the outlined requirements, I will be removed from the process and may lose any offer that was extended to me.

Signature

Date