



## 2017-2018 Resident Advisor Application

### Personal Information:

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Permanent Address: \_\_\_\_\_

PMB#: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_ Student ID#: \_\_\_\_\_

### Academic Information:

Current Class Standing (circle one):      First-Year      Sophomore      Junior

Expected number of completed credits by fall semester 2016: \_\_\_\_\_ (min. 8.0)

(projected) GPA for Fall 2016: \_\_\_\_\_ Cumulative GPA (minimum 8.00): \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

### 1. Please attach resume outlining work and leadership experience

### 2. Essay Questions

Use a separate sheet to type your answers (please double-space and limit each essay to approximately 150 words).

1. *How does the Resident Advisor serve as a role model to the Scripps community? How have you demonstrated these qualities and characteristics?*
2. *Scripps Residential Life is committed to creating communities of inclusion and care. How do you perceive the residential community at Scripps? What is the value of a diverse community? How do you contribute to the value of a diverse community? Please share an example of one idea or initiative you would take to enhance the residential community at Scripps.*
3. *Describe a challenge you have faced during your time at Scripps. How did you handle this challenge, how have you grown from this experience, and how do you feel this will prepare you for the RA position?*
4. *Please describe a program or event you have planned or assisted in planning. Take us through the steps from idea to implementation. Alternatively, please provide an example of a program you would like to see happen at Scripps and the appropriate steps to implement this program, from start to finish.*

Please check which of the below communities you would be interested in serving as the RA for the following: (if you have no preference please check 'no preference.')

\_\_\_\_\_ Substance Free Housing

\_\_\_\_\_ General Living Learning Community--LLCs are a unique space in which students can opt to live. These communities consist of a specific focus area. While the specific communities are not yet chosen, we would like to know if you would be interested.

\_\_\_\_\_ Off Campus Housing

\_\_\_\_\_ No Preference

**3. Schedule & Course load: on a separate sheet**

Anticipated Class Schedule for Fall 2017: Please list your class schedule along with any required class meeting times including academic internships, practicum hours, performance, and lab hours. \*Please indicate if you will be working on thesis, and in which semester.

Anticipated Class Schedule for Spring 2018: Please list your class schedule along with any required class meeting times including academic internships, practicum hours, performance, and lab hours. \*Please indicate if you will be working on thesis, and in which semester.

Anticipated Extracurricular Involvement for the 2017-18 Academic Year: Please list any activities that you may be involved in if you were hired as Resident Assistant during the upcoming academic year. For example, CLORGs, volunteer hours, etc. Include any campus or community standing commitments. Please note that you may not hold any executive positions within a club or SAS and you may not have more than 10 hours of outside commitments, which must be approved by the professional staff. \*Please indicate if you will be working on thesis, and in which semester.

**References**

Please list the names of two references. One reference must be from a Claremont Colleges faculty or staff member. The other reference must be from a current executive officer of a CLORG, RA, Peer Mentor, or Hall Senate member. Each reference must complete a letter and fill out the attached recommendation form. Return forms to the Dean of Student's Office in Balch by **Monday January 30, 2016 at 5:00pm.**

Reference 1: \_\_\_\_\_  
(Name) (Relationship)  
\_\_\_\_\_  
(Email) (Phone)

Reference 2: \_\_\_\_\_  
(Name) (Relationship)  
\_\_\_\_\_  
(Email) (Phone)

*I certify that the information I have provided in this application is valid. I have made every effort to accurately represent myself as a candidate for a Resident Advisor position at Scripps College.*

\_\_\_\_\_  
Signature

If you have any questions, please contact  
Kim Hamon  
Area Coordinator  
[reslife@scrippscollege.edu](mailto:reslife@scrippscollege.edu)

**ResidentialLife Office**  
**2017-2018 Resident Advisor Reference Form**

**Candidate Name:** \_\_\_\_\_

**Instructions to the applicant:** Check one of the following statements and sign your name.

**I RESERVE the right to review this document which is to be included in my application file.**

**I WAIVE the right to review this document which is to be included in my application file. The information will remain confidential.**

\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

**Instructions to writer of reference:** This student has applied for a Resident Advisor position at Scripps College. The Residential Life Office would greatly appreciate your evaluation of this student as a candidate. The applicant has indicated a preference above to maintain or waive the right to review this form. You are encouraged to review the waiver section before completing this form. If the applicant has failed to complete the waiver preference, this form will automatically remain confidential.

Resident Advisors serve as an advisor to 80-90 students living in a residence hall with responsibilities that include assisting students with personal/academic challenges; enforcing Scripps College policies and procedures; developing a positive community; providing educational and social activities; and serving as a liaison between students and college personnel. The job demands considerable time and energy, and requires that a Resident Advisor be in good academic standing.

Please complete the ranking form and comments sections on the following page. Please return this in a sealed envelope to the Resident Advisor applicant or directly to the Dean of Students Office, Box # 2010. Please sign your name over the seal of the envelope.

Optional: Should you choose to include a standard letter of recommendation, you may attach the following rating sheet as a cover.

For any additional questions, please contact Kim Hamon at  
[reslife@scrippscollege.edu](mailto:reslife@scrippscollege.edu)

Please rate the candidate in the following areas using the rating scale provided.	Top 5%	Top 10%	Top 20%	Top 50%	Below 50%
<b>I. Social Skills</b> Effective communication, active listening, ability to work in a team, approachable, patient, diplomatic, friendly					
<b>II. Role Model</b> Mature, responsible, adaptable, self-motivated, recognizes & utilizes personal strengths, limitations, and boundaries, positive attitude towards Scripps					
<b>III. Community Awareness</b> Understanding of Scripps community, diversity awareness, resourceful, thorough knowledge of faculty/staff/support services					
<b>IV. Problem Solving Skills</b> Attentive to community needs, common sense, foresight, ability to compromise, creative <b>V. Organization &amp; Administrative Skills</b> Appropriate and timely follow-through, strong administrative and time management skills, effective written communication					

**COMMENTS:** \_\_\_\_\_

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**OVERALL RECOMMENDATION** (check one)

\_\_\_\_\_ Strongly Recommend                      \_\_\_\_\_ Recommend

\_\_\_\_\_ Recommend with Reservations                      \_\_\_\_\_ Do Not Recommend

\_\_\_\_\_  
Name of reference

\_\_\_\_\_  
Signature of reference

\_\_\_\_\_  
Relationship to applicant

\_\_\_\_\_  
Date

Please return this rating sheet and optional letter to the applicant in a sealed envelope. The applicant will be responsible for turning in this reference form along with the application to the Dean of Students Office by **Monday January 30, 2016 at 5:00pm**. Thank you for participating in our RA Selection process.

**Student Activities and Residential Life Office  
2017-2018 Resident Advisor Reference Form**

**Candidate Name:** \_\_\_\_\_

**Instructions to the applicant:** Check one of the following statements and sign your name.

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\_\_\_\_\_  
(signature of applicant)

\_\_\_\_\_  
(date)

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