LE MOYNE COLLEGE
OFFICE OF CAMPUS LIFE AND LEADERSHIP
SUMMER 2014 RESIDENT ADVISOR APPLICATION
(PLEASE PRINT NEATLY)

Applications are due by 4:30PM on Friday, March 7, 2014
Drop off completed applications to Campus Life and Leadership or email to Bennie Williams at willben@lemoyne.edu

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Summer RA Information

RA Duty/Rounds/Meetings

- Duty hours are from 8PM until 7AM. The on-duty person is on call until the next morning.
- Duty responsibilities extend to the entire campus, not just one building/area.
- When on duty, the RA must have the duty cell phone on at all times.
- RAs will have one day a week of duty (Monday-Thursday).
- RAs will have one weekend a month of duty (Friday, Saturday & Sunday).
- You will be responsible for attending staff meetings throughout the summer.
- Duty changes are allowed when submitted one week in advance to the Summer Area Director(s).

Programming

- Programming requirements will be discussed prior to the first summer session.
- Door tags must be made for each session.

Living Information & RCRs

You will be notified by Campus Life & Leadership, when you are able to move into your summer housing assignment. You will be responsible for helping residents complete all necessary paperwork (RCRs, etc.) as they move in and out over the summer. The necessary forms will be made available for you to pick up in the Campus Life & Leadership office.

Compensation

- Housing on campus throughout employment

First and last name: _____ Cell phone: _____

Campus address: _____ E-mail address: _____

Permanent address: _____

Please circle: Male Female

Please circle your current class standing: FR SO JR

Current major/proposed degree:_____

Cumulative GPA*:_____ *Please note that a minimum 2.50 cumulative GPA is required

COVER LETTER & RESUME

Please submit a cover letter (one page, single sided/single spaced) describing your interest in the Resident Advisor position. Include your motivation, qualifications, and anticipated contributions to the position. Also, please submit a resume outlining your employment experiences, leadership activities, etc. List high school, college and community activities, organizations, and sports teams in which you have participated over the last several years.

CO-CURRICULAR AND ACADEMIC/EMPLOYMENT COMMITMENTS

If you will be involved in any of the following activities during the summer, please indicate the time commitment expected (in hours per week), and the location (on or off campus).

Volunteer Work_____ Internship_____ Employment_____
Classes_____ Other (please describe) _____

RECOMMENDATIONS

If you are currently an RA, please list the name, title, address, and phone number of at two people who could provide a recommendation for you, one of which must be a member of the Le Moyne College community. If you are not currently an RA, please submit two letters of reference to Bennie D. Williams in the Office of Campus Life and Leadership using the address listed below by. All references should be people who can speak to your qualifications and skills. Current or past friends, family members and Campus Life Staff members are not permissible as references.

1. Name: _____ Title: _____
   Address: _____ Phone: _____
   _____

2. Name: _____ Title: _____
   Address: _____ Phone: _____
   _____

The information I have presented is true and correct. I understand that incomplete or false information may subject me to disqualification from being considered for the position. I authorize agents of Le Moyne College to conduct a routine inquiry during the processing of my application in order to provide information necessary to determine my employability. This inquiry may include queries Campus Life and Leadership staff members as well as queries into my academic records.

_____ _____
Signature of Applicant Date