

# SMU-in-TAOS

## RESIDENT ADVISOR APPLICATION 2013

Thank you for your interest in becoming a Resident Advisor at SMU-in-TAOS. Below please find answers to questions you might have regarding the application process.

### What are the various components of the application process?

A completed application includes the following items:

- Completed Application Form
- Two References
  - One must be from a member of the Student Affairs Staff or SMU Faculty.
  - Each reference must complete the *Resident Advisor/Taos Reference Form*, found at <http://smu.edu/taos/>
  - Completed Reference Forms must be submitted with your application packet in a signed, sealed envelope to the SMU-in-TAOS office, 3<sup>rd</sup> floor Blanton Building Attn. Anne Weil
- Letter of Interest
- Resume

### What is the timeline for the application process?

- February 28, 2013: Last day to submit completed applications to the SMU-in-Taos Office, 3<sup>rd</sup> floor Blanton Building (Attn: Anne Weil)
- March 1-5, 2013: Individual Interviews, Time and Location TBD
- March 10, 2013: New Taos Resident Advisor Decision Letters Distributed
- April 21, 2013: New Taos Resident Advisor Mandatory Training. DATE SUBJECT TO CHANGE.

### When are completed applications due?

Completed applications are due in hard copy to the SMU in TAOS office, 3<sup>rd</sup> floor Blanton Building (Attn: Anne Weil) **no later than Thursday, February 28, 2013**. Late applications will be considered only if open positions remain.

### If I have questions or need more information, who should I contact?

Information, including Job Description, Responsibilities, Compensation, Application and Reference Forms are available at <http://smu.edu/taos/>

Contact: Anne Weil, Student Affairs Coordinator/Taos, [weil@smu.edu](mailto:weil@smu.edu) 972-415-6431

# SMU-IN-TAOS RESIDENT ADVISOR APPLICATION 2013

## APPLICANT INFORMATION

Name: \_\_\_\_\_ SMU ID: \_\_\_\_\_  
*Last First Middle*

Local Address: \_\_\_\_\_  
*Street/Box City State Zip*

Wireless Phone Number: \_\_\_\_\_ SMU E-Mail: \_\_\_\_\_

Fall 2013 Classification: ☐ SO ☐ JR ☐ SR ☐ GRAD Expected Graduation Date: \_\_\_\_\_

College/School: \_\_\_\_\_ Major/Course of Study: \_\_\_\_\_

Cumulative GPA (Note: Applicants must have at least a 3.3 at the time of appointment): \_\_\_\_\_

Do you currently live on campus? ☐ Yes ☐ No If yes, where?: \_\_\_\_\_

Please list SMU residential communities in which you have lived:

|                  |                              |
|------------------|------------------------------|
| Community: _____ | Number of Semester(s): _____ |
| Community: _____ | Number of Semester(s): _____ |
| Community: _____ | Number of Semester(s): _____ |

Are you or have you ever been part of any of these programs? (Check all that apply):

☐ Hilltop Scholars ☐ New Century Scholars ☐ Honors program, please specify: \_\_\_\_\_

Are you currently an RA or have you been a RELSH staff member? \_\_\_\_\_

## POSITION INTEREST

For what term are you applying?

☐ MAY TERM (May 15- June 1) ☐ JUNE TERM (June 4- July 3) ☐ AUGUST TERM (August 5-August 22)

What class do you plan to take in Taos? \_\_\_\_\_

Have you been to SMU-in-Taos before? \_\_\_\_\_

If so, when and what class did you take? \_\_\_\_\_

Have you reviewed the Resident Advisor Position Information at <http://smu.edu/taos/> ? \_\_\_\_\_

Do you understand that Taos RAs must participate in mandatory training on April 21st\*? And Taos RAs are required to arrive a day early at the term's beginning? \_\_\_\_\_

\*date subject to change

## REFERENCES

Please list two references who can speak to your skills related to the position. One reference must be a member of the Student Affairs Staff or Faculty.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

In addition to listing the names, please have your references complete the *Resident Advisor/Taos Reference Form*, found at <http://smu.edu/taos/> Instructions can be found on the reference form.

## LETTER OF INTEREST

On a separate sheet(s) of paper, please indicate your interest in becoming a Resident Advisor at SMU-in-Taos.

## RESUME

Please include a one-page professional resume that addresses the following areas: employment (past and present), extracurricular and volunteer involvement, and any awards/honors you have received.

## INDIVIDUAL INTERVIEW

Individual interviews will be conducted for qualified candidates March 1-5, 2013. You will be receiving an email with a time and location. Plan on 30 minutes for interview.

## VERIFICATION AND SIGNATURE *(To Be Completed After Printing The Application)*

Please verify you have completed the application packet, including providing the following information:

- ☐ Completed Application
- ☐ Two References
- ☐ Letter of Intent
- ☐ Resume

Please read and sign below:

I certify that the information contained in this application is accurate and truthful to the best of my knowledge. I understand that the SMU-in-TAOS will verify my grades as a condition of appointment. I understand that this information will not be made public, but is necessary for the selection process. I further understand that infractions of the Student Code of Conduct and/or RLSH Community Standards will be considered in the selection process, and I authorize the SMU-in-TAOS to review my conduct record.\*

I also understand that the Family Educational Rights and Privacy Act (FERPA) provides me the right to inspect and review my educational records, including student employment records. As part of my application for a Student Staff position, I understand that references will be submitted by those listed in my application. I understand that the law allows me to waive the right to inspect and review these references. By checking below, I wish to do the following (*Check only one*):

- ☐ VOLUNTARILY WAIVE my right to review and inspect the references submitted as part of this application.
- ☐ DO NOT WAIVE my right to review and inspect the references submitted as part of this application.

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*Signature*

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*Date*

*\* If you would like to provide an explanation of possible academic or conduct issues, please do so on a separate sheet(s) of paper and include it with your application.*