

SMU-in-TAOS

RESIDENT ADVISOR APPLICATION 2012

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, 3rd floor Blanton Building Attn. Anne Weil
- Letter of Interest
- Resume

What is the timeline for the application process?

- February 27, 2012: Last day to submit completed applications to the SMU-in-Taos Office, 3rd floor Blanton Building (Attn: Anne Weil)
- March 5, 6, 2012: Individual Interviews, Time and Location TBD
- March 12, 2012: New Taos Resident Advisor Decision Letters Distributed
- April 14-15, 2012: New Taos Resident Advisor Mandatory Training.

When are completed applications due?

Completed applications are due in hard copy to the SMU in TAOS office, 3rd floor Blanton Building (Attn: Anne Weil) **no later than Monday, February 27, 2012**. 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 972-415-6431

SMU-IN-TAOS RESIDENT ADVISOR APPLICATION 2012

APPLICANT INFORMATION

Name: _____ SMU ID: _____
Last First Middle

Local Address: _____
Street/Box City State Zip

Wireless Phone Number: _____ SMU E-Mail: _____

Fall 2012 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 9-27) JUNE TERM (May 31-June 29) AUGUST TERM (July 31-August 17)

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 14-15*? 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 March 5-6, 2012. You will be receiving an email with a time and location. Plan on 30 minutes for interview.

Please check your preference for interview days/times. This is not a guarantee of interview time.

- March 5, 8:30 am-12:00 pm
 March 5, 1:00pm-4:30 pm

- March 6, 8:30 am-12:00 pm
 March 6, 1:00 pm-4:30 pm

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.

Signature

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.*