

**APPLICATION FOR RESIDENT ASSISTANT (RA) POSITION  
FOR 2019-2020 ACADEMIC YEAR**

To apply for the Resident Assistant (RA) position:

- Complete all sections of the application (Applicant Information, Written Statement, and References).
- Include a current resume.
- Include an unofficial transcript (under Academic History) from your *MyUchicago.edu* portal
- Submit three letters of reference (1 RH evaluation and 2 reference forms)

The application may be submitted via email to [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu) or as a paper submission. If submitting a printed application, please turn into the Housing and Residence Life Office (Campus North, Suite 110).

Your application, resume, transcript are due **by 4:30pm on Tuesday, January 22, 2019.**

Your three letters of reference (1 RH evaluation and 2 reference forms) are due **by Tuesday, February 12, 2019.**

**APPLICANT INFORMATION**

Full Name (Last, First, MI): \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth (MM-DD-YYYY): \_\_\_\_\_ Gender: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

UChicago Email Address: \_\_\_\_\_ UChicago ID Number: \_\_\_\_\_

Local Address (include building name if you live in Housing)

\_\_\_\_\_

Permanent Address (include zip code)

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number : \_\_\_\_\_

Major: \_\_\_\_\_ Current class year: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Expected graduation (MM/YYYY): \_\_\_\_\_

Have you ever applied for an RA position in Residence Life before?  Yes  No

*If yes, when?(YYYY):* \_\_\_\_\_



# Housing & Residence Life

THE UNIVERSITY OF CHICAGO

Please list the House(s) you have lived in, the academic year, and the first & last name of the Resident Head(s):

I have not lived in a House

House: \_\_\_\_\_ Year: \_\_\_\_\_ RH Name(s): \_\_\_\_\_

House: \_\_\_\_\_ Year: \_\_\_\_\_ RH Name(s): \_\_\_\_\_

House: \_\_\_\_\_ Year: \_\_\_\_\_ RH Name(s): \_\_\_\_\_

Are you authorized to work in the United States?  Q1Yes  Q1No

Have you ever been convicted of a felony?  Q2Yes  Q2No

Have you ever been subject to any type of discipline while at UChicago?  
(*ex. House Probation, Academic Integrity, etc.*)  Q3Yes  Q3No

If yes, briefly explain what happened and tell us what you learned from that experience:  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed at UChicago?  Q4Yes  Q4No

*If so, which*  
*department(s):* \_\_\_\_\_

**Please list any outside commitments you expect to have if employed as an RA:** This includes community organizations, internships, jobs, varsity or club sports, RSOs, etc. Indicate the approximate number of hours per week required to fulfill each commitment.

\_\_\_\_\_  
\_\_\_\_\_

**Please list relevant student leadership involvement in the House System or other groups, leadership positions held, or awards received.**

\_\_\_\_\_  
\_\_\_\_\_

## **WRITTEN STATEMENT**

The Written Statement is an opportunity to expand on experiences or skills that may not be represented in your resume or in the application.

**Please begin your statement with an introduction of yourself as a candidate including your background, interests, and passions.** Respond to **two** of the following prompts using no more than one page per prompt.

The written statement should be no longer than two single-spaced printed pages.

1. What is your understanding of the Resident Assistant (RA) position and why are you interested in being an RA? What does it mean to serve as a student leader amongst your peers?
2. Describe an experience that has significantly impacted you while attending the University of Chicago or while living within Housing & Residence Life. What did you learn from this experience and how would you apply what you learned in the RA position?
3. Explain how you would foster and support an inclusive and diverse House community. How would you work with your Resident Head(s) to create a welcoming environment for all students in the House?
4. Share one of your strengths as a leader. How have you utilized this strength to accomplish a goal or task? How do you see yourself using this strength when working with residents?



**REFERENCES/EVALUATION**

Please list three (3) people (employers, faculty members, administrators, staff, peers, etc.) who will be submitting reference forms on your behalf. If you choose a peer, please be sure the person can effectively demonstrate your ability to effectively fulfill the role of an RA. One evaluation should be from your current or most recent Resident Head(s), if applicable.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

By signing below, you certify that all the information in this 2019-20 Resident Assistant (RA) position application is correct, to the best of your knowledge.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Resident Assistant (RA) Application Waiver Form for 2019-2020**

Please read the information below. Complete the waiver statement on this page, and on the **three enclosed recommendation forms** (1 RH evaluation and 2 reference forms). The information you provide must be the same on this form as on the three recommendation forms. Submit this waiver form with your application, and deliver or send the three recommendation forms to your three references. It is the responsibility of each candidate to insure their recommendations are delivered to Housing & Residence Life by **4:30pm on Tuesday, February 12, 2019.**

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The Family Educational Rights and Privacy Act of 1974 appears to give students the right to inspect and review their application files for the position of Resident Assistant (RA) unless that right is waived. In accordance with the law, all applicants must indicate whether they DO or DO NOT voluntarily waive (relinquish) their rights to view confidential letters of recommendation, and evaluation forms that are a part of the staff selection process. A candidate's decision to waive or not to waive the right of access to his or her file will in no way influence his or her chances to be hired. Once the waiver/non-waiver statement has been signed by a candidate, it may not be changed.

**Please complete and sign the statement below:**

I have read the information stated above, and  
*(Check One)*

- Q9 I hereby waive the right of access to my confidential file.
- Q9 I do not waive the right of access to my confidential file.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_