



**APPLICATION FOR RESIDENT ASSISTANT (RA)  
POSITION FOR 2020-2021 ACADEMIC YEAR**

(Please use Adobe Acrobat Reader to fill out the following form)

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 two letters of reference (1 RH evaluation and 1 reference form)

The application must be submitted via email to [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu). There are two options for turning in your application materials:

- Early Deadline: Your application, resume, and transcript are due **by 3:00pm on Friday, November 15, 2019.**
- Deadline: Your application, resume, and transcript are due **by 3:00pm on Friday, January 10, 2020.**

Your two letters of reference (1 RH evaluation and 1 reference form) are due **by 3pm on Friday, January 24, 2020.**

**APPLICANT INFORMATION**

Full Name _____ Last First	Gender _____	Age _____	Date of Birth _____
Preferred Name: _____	Pronouns: _____		
Email Address (@uchicago.edu) _____	UChicago ID Number _____		
Local Address (include building name if you live in Housing) _____			
Your Cell Phone Number _____			
Permanent Address (include zip code) _____			
Home Phone Number _____			
Major: _____	Current class year: _____	Current Cumulative GPA: _____	
Expected graduation (month/year): _____			

Have you ever applied for an RA position in Housing before? \_\_\_Yes \_\_\_No When? \_\_\_\_\_

Did someone nominate you to apply for the RA position? \_\_\_Yes \_\_\_No Who? \_\_\_\_\_



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:

House:                      Year:                      RH Name:

House:                      Year:                      RH Name:

Are you authorized to work in the United States?      \_\_\_\_\_yes      \_\_\_\_\_no

Have you ever been convicted of a felony?      \_\_\_\_\_yes      \_\_\_\_\_no

Have you ever been subject to any type of discipline while at the University of Chicago?      \_\_\_\_\_yes      \_\_\_\_\_no  
(*House Probation, academic integrity, etc.*)

If subject to any type of discipline, briefly explain what happened and tell us what you learned from that experience.

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Have you ever been employed at the University of Chicago?      \_\_\_\_\_yes      \_\_\_\_\_no

If so, which department? \_\_\_\_\_

**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 the two (2) people who will be submitting reference forms on your behalf. This can be an employer, faculty member, administrator, staff, etc. 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, if applicable.

Name

Relationship

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, you certify that all the information in this 2020-21 Resident Assistant (RA) position application is correct, to the best of your knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Resident Assistant (RA) Application Waiver Form for 2020-2021**

Please read the information below. Complete the waiver statement on this page, and on the **two enclosed recommendation forms** (1 RH evaluation and 1 reference form). 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 3pm on Friday, January 24, 2020**.



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:      \_\_\_\_\_      I hereby waive the right of access to my confidential file.  
                         \_\_\_\_\_      I do not waive the right of access to my confidential file.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



Resident Assistant (RA) – Resident Head Evaluation – For Academic Year 2020-2021

Candidate Name (print in full): \_\_\_\_\_

To the Candidate: Please check one of the following statements, date and sign where indicated.

\_\_\_\_\_ In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby waive the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be unavailable for my review.

\_\_\_\_\_ In accordance with the Family Educational Rights and Privacy Act of 1974, I do not waive the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be available for me to review upon request.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the Resident Head:

The student listed has requested an overall evaluation of their ability to serve as a Resident Assistant (RA) for 2020-2021. As you know, RAs live in a House and provide informal guidance to residents. They work with students to promote a variety of cultural, social, and recreational programs, enhancing the Houses as communities supportive of the educational mission of the University. RAs serve as role models, community builders, and as a peer resource to residents. We would like to have your opinion of the applicant's ability to perform this work.

How long have you known this candidate? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please rate the candidate based on the competencies listed below.

5= Excellent, 4= Above average, 3= Average, 2= Below average, 1= Very Poor

Leadership Ability 5 4 3 2 1 Not able to judge
(Candidate can function as an effective role model and is able to delegate responsibility)

Relationship Building 5 4 3 2 1 Not able to judge
(Candidate is trustworthy, friendly, and mindful of others)

Communication Skills 5 4 3 2 1 Not able to judge
(Candidate engages in prompt, professional communication in writing and in person)

Listening Skills 5 4 3 2 1 Not able to judge
(Candidate actively listens and makes an attempt to effectively comprehend the information provided)

Problem Solving Ability 5 4 3 2 1 Not able to judge
(Candidate offers original and creative solutions to problems and challenges)

Emotional Maturity 5 4 3 2 1 Not able to judge
(Candidate can recognize, understand, and manage their emotions)



**Ability to work in a team**                    5      4      3      2      1      Not able to judge  
(Candidate communicates effectively with others and is able to work with a variety of different group members)

**Inclusivity**                                    5      4      3      2      1      Not able to judge  
(Candidate solicits participation from diverse members of a group and makes an effort to understand the viewpoints of others)

**Evaluation Letter:** Please comment below on the applicant's emotional maturity, analytical skills, cooperativeness, leadership qualities, personal growth, initiative, acceptance of responsibility, interpersonal skills, ability to communicate with others, ability to be supervised effectively, character, work ethic, ability to work with diverse student populations, or other factors you believe may be relevant to the success of this candidate in this position.

Name of RH Evaluator: \_\_\_\_\_

Position: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Can you recommend this person with confidence for the Resident Assistant (RA) position?**

- Recommend
- Recommend with Reservations
- Do not Recommend
- Not able to judge

**Please return by 3pm on Friday, January 24, 2020 to:**

The University of Chicago  
Housing & Residence Life  
5500 South University Avenue  
Suite 110  
Chicago, IL 60637  
FAX: 773-702-2312

Scan and email to [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu)





Resident Assistant (RA) Reference – For Academic Year 2020-2021

Candidate Name (print in full): \_\_\_\_\_

To the Candidate: Please check one of the following statements, date and sign where indicated.

\_\_\_\_\_ In accordance with the Family Educational Rights and Privacy Act of 1974, I hereby waive the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be unavailable for my review.

\_\_\_\_\_ In accordance with the Family Educational Rights and Privacy Act of 1974, I do not waive the right of access to my application file and any letters of recommendation therein. All information in my file will therefore be available for me to review upon request.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To the Recommender:

The person listed has requested a reference for the position of Resident Assistant (RA). RAs live in the Houses and provide informal guidance to residents. They work with students to promote a variety of cultural, social, and recreational programs, enhancing the Houses as communities supportive of the educational mission of the University. RAs serve as role models, community builders, and as a peer resource to residents. We would like to have your opinion of the applicant's ability to perform this work.

How long have you known this candidate? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please rate the candidate based on the competencies listed below.

5= Excellent, 4= Above average, 3= Average, 2= Below average, 1= Very Poor

Leadership Ability 5 4 3 2 1 Not able to judge
(Candidate can function as an effective role model and is able to delegate responsibility)

Relationship Building 5 4 3 2 1 Not able to judge
(Candidate is trustworthy, friendly, and mindful of others)

Communication Skills 5 4 3 2 1 Not able to judge
(Candidate engages in prompt, professional communication in writing and in person)

Listening Skills 5 4 3 2 1 Not able to judge
(Candidate actively listens and tries to effectively comprehend the information provided)

Problem Solving Ability 5 4 3 2 1 Not able to judge
(Candidate offers original and creative solutions to problems and challenges)

Emotional Maturity 5 4 3 2 1 Not able to judge
(Candidate can recognize, understand, and manage their emotions)



**Ability to work in a team**                      5      4      3      2      1      Not able to judge  
(Candidate communicates effectively with others and can work with a variety of different group members)

**Inclusivity**                                      5      4      3      2      1      Not able to judge  
(Candidate solicits participation from diverse members of a group and tries to understand the viewpoints of others)

**Resident Assistant (RA) Recommendation – For Academic Year 2020-2021**

**Recommendation Letter:** Please comment on the applicant's emotional maturity, analytical skills, cooperativeness, leadership qualities, personal growth, initiative, acceptance of responsibility, interpersonal skills, ability to communicate with others, ability to be supervised effectively, character, work ethic, ability to work with diverse student populations, or other factors you believe may be relevant to the success of this candidate in this position.

Name of Recommender: \_\_\_\_\_

Position: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Can you recommend this person with confidence for the Assistant Resident Head (RA) position?**

- Recommend
- Recommend with Reservations
- Do not Recommend
- Not able to judge

**Please return by 3pm on Friday, January 24, 2020 to:**

The University of Chicago  
Housing & Residence Life  
5500 South University Avenue  
Suite 110  
Chicago, IL 60637  
FAX: 773-702-2312

Scan and email to [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu)