



## APPLICATION FOR RESIDENT ASSISTANT (RA) POSITION FOR 2021-2022 ACADEMIC YEAR

To apply for the Resident Assistant (RA) position:

- Complete all sections of the application (Applicant Information and Written Statement).
- Include a current resume.
- Include an unofficial transcript.

The application must be submitted via email to [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu).

**Deadline:** Your application, resume, and transcript are due **by 12pm, Wednesday March 24, 2021.**

Housing & Residence Life has not finalized the job description or employment agreement for the upcoming academic year, however we currently intend for all Resident Assistants who are returning, or newly hired, to be physically present on campus for the entire 2021-2022 academic year. Due to the covid-19 crisis, changes may need to be made to the Resident Assistant position. Housing & Residence Life will communicate those changes as soon as possible and will allow all student staff the opportunity to make an informed decision about any offer of employment should the position need to be adjusted.

### **APPLICANT INFORMATION**

Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First

Preferred Name: \_\_\_\_\_ Preferred 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): \_\_\_\_\_



# 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:

Are you a United States citizen?  yes  no

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, academic probation, 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, outside 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:**

**Is there any information that we need for consideration of your placement? Is there any House you would not be comfortable working in? Why? If you would rather share this directly with the selection committee please email [housingselection@uchicago.edu](mailto:housingselection@uchicago.edu)**



## **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, but minimally two paragraphs each.

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? Tell us about a time you had to deal with conflict and how it was resolved.
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?

By signing below, you certify that all the information in this 2021-22 Resident Assistant (RA) position application is correct, to the best of your knowledge.

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Signature of Applicant

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Date



**Resident Assistant (RA) Application Waiver Form for 2021-2022**

Please read the information below. Complete the waiver statement on this page, and also prior to emailing the following documents to your recommenders: **1 RH evaluation** and **1 recommendation form**. The information you provide *must* be the same on this form as on the two aforementioned forms. Submit this waiver form with your application, and deliver or send two forms to your RH evaluator and recommender. It is the responsibility of each candidate to insure their recommendations are emailed or faxed to the Housing & Residence Life by **3:00 pm on Tuesday, March 30, 2021** or your application will be incomplete.



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



**REFERENCES/EVALUATION**

Please list the two (2) people who will be submitting your evaluation and recommendation 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. The 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 2021-2022 Resident Assistant (RA) position application is correct, to the best of your knowledge.

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

\_\_\_\_\_  
Date