



2024-2025

Resident Assistant Application

Dear potential Resident Assistant applicant:

Thank you for your interest in applying for a Resident Assistant (RA) position at Eastern Oklahoma State College (EOSC) for the up and coming academic year. The RA position involves community development, peer counseling and referral, sensitivity to issues of diversity, crisis intervention, social educational programming, role-modeling, administrative tasks, and team spirit. It is a job which requires a substantial amount of time and restructuring of personal priorities.

This packet contains all of the materials required to apply for the RA position. Your application packet will be considered only if it is **completely** filled out and we have received the complete application.

All applications must be turned in by **Wednesday, May 1st, 2024 by 4:00 p.m.** Upon receiving your completed application, if selected for an interview it will take place on Thursday May 9th, 2024. Exact times and location will be communicated later.

If you have any questions regarding the Resident Assistant position or the application process, please feel free to contact Lucas Hedgecock in the Housing Office at (918) 465-1876. Thank you and we wish you the best of luck in your process!

Sincerely,

Lucas Hedgecock

Housing & Project Management

Student Services

P: 918-465-1876 | F: 918-465-4482

lhedgecock@eosc.edu

housing@eosc.edu

Eastern Oklahoma State College

1301 W Main | Library 132 | Wilburton, OK



Thank you for your interest in the Resident Assistant (RA) position. The RA plays a vital role in the partnership of Residence Life and Eastern students. The Housing Department would like to hire potential student leaders with a strong emphasis on community and whose skill level, attitude, sense of responsibility, and open-mindedness will complete the mission of the Department. Some of the duties include: assisting residents on move-in day, assisting the housing department during finals week, room checks, completing office time each week, assisting with student activities, and any other tasks that the housing department will ask you to complete. The RA job is not for everyone, but it's the job of a lifetime for those who want to improve their self-development by providing services and developing the needs of students in the residence halls.

The following statements are intended to cover primary guidelines of employment for residence hall staff. They are not inclusive of all residence hall staff responsibilities. Please affix your initials next to each item to show your comprehension of the item listed.

_____ Period of employment: Starts the Monday prior to the first day of classes with Resident Assistant Training and ends on the Monday after the last day of classes. Staff will be expected to be the last to leave/the first to return at all major breaks during the academic year.

_____ Resident Assistants are expected to attend training which begins the Monday before the first day of classes.

_____ Resident Assistants are expected to remain in good disciplinary standing and abide by college and departmental policies.

_____ Resident Assistants participate in an on-call rotation, necessitating their presence on campus during weekends and even when classes are not in session.

_____ I understand that being a member of the Residence Life staff is very demanding. If my supervisor determines that my outside activities are interfering with my ability to perform my job, I may be asked to limit my outside activities or return the RA scholarship.



RESIDENT ASSISTANT APPLICATION CHECKLIST

In order for your application to be considered complete you need to have the following:

- Completed Resident Assistant (RA) application.
- Copy of your unofficial transcript.
- Letter of recommendation from a current Resident Assistant. (RA)
- Summit two professional recommendation reference forms.
- Please compose and submit an essay that covers the following points:
 - Describe ideas of how you could promote a strong residence community.
 - What do you believe is the role of an RA?
 - Why are you actively seeking this position?
 - What can you do to contribute to students living in the residence halls?
 - How will you be a role-model to your peers?

Your application must be turned in by the due date of Wednesday, May 1st, 2024 by 4:00 p.m.



RESIDENT ASSISTANT APPLICATION

Rank your RA placement preference:

- Choctaw Hall
- Johnston Hall
- Regents Court

Application Check-List

Prior to turning in your application, make sure you have completed and/or enclosed all items from the checklist on page 2 of this packet.

Name:

First MI Last

Cell Phone: _____

Mailing Address: _____

E-Mail Address: _____

Academic Information

2024-2025 Class Standing: Freshman____ Sophomore____

Major: _____

What Is your cumulative GPA? _____

Number of semesters you have lived on campus: _____

Are you currently on disciplinary probation? Yes No

When is your projected college graduation date? Month _____ Year _____



Work Experience

Place of Employment	Job Title	Date	Supervisor	Phone
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____

Have you ever been fired from any job? Yes No

Questions (attach additional pages as necessary)

Please list your current extra-curricular activities (clubs, organizations, offices, employment, etc.).

How would the RA position contribute to your own personal and professional growth?

Regarding what you know about the RA position, in what area(s) do you feel you would need additional training?

How will your residents benefit from you being their RA?



From your perspective, what are the three most pertinent challenges facing residential students and how as an RA would you assist those students?

What is your definition of diversity, and how will this definition play a role in your RA position?

Have you ever been found responsible for a disciplinary violation or honor code violation while a student of higher learning? Circle One: Yes or No
If you circled yes, please give an explanation:

Please list two references.

References cannot be any Housing Department or Residence Life Staff member. Each of your references should be given one of the Reference Forms which are enclosed in this packet. Please ask these individuals to return the forms to the Housing Department Via email or drop off in person.

Name	Relationship	Contact Phone
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1.

2.



By signing this form, I agree to the terms included in the above pages detailing the RA position.

Signature:

Date:

Printed Name:



Resident Assistant Professional Reference Form

REFERENCE FOR: _____ DATE: ____/____/____
 Resident Assistant Applicant

The above named student has applied for a Resident Assistant position with the Housing Department. The position involves peer advising; management of residence hall floor; creating a cohesive atmosphere within the residential community; planning programs and activities for the residents. The student should also be able to monitor, respond to, and document resident behavior and activity as well as establish a positive interactive relationship with students living in the residence hall.

Your appraisal of this individual's ability and potential, as related to work skills, interpersonal and social relations, and overall personality traits would be greatly appreciated in this evaluation.

Your Name: _____ Title: _____

Department and office address: _____

Phone: _____ E-Mail: _____

How long have you known the applicant? _____

Relationship with applicant? _____

Please place a check mark under the rating that pertains to each item. Your candid observations and comments will be greatly appreciated.

	Outstanding	Good	Average	Below Average	No Observation
Interaction/Cooperation with peers					
Integrity/Honesty/Sincerity					
Emotional Stability					
Attitude/Openness to new ideas					
Responsibility/Dependability					
Organization skills/Punctuality					
Patience/Maturity					
Role Model					
Assertiveness/Initiative					

Overall Recommendation:

() Strongly Recommend () Recommend () Recommend with Reservations () DO NOT recommend

Reference forms should be returned by Wednesday May 1st 2024

To: Lucas Hedgecock via email: lhedgecock@eosc.edu or in person Library Building Office 132



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