## Resident Assistant Selection Process 2019-2020 Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4th</td>
<td>Applications available in Residence Life Manager Office and Online</td>
</tr>
<tr>
<td>March 15th</td>
<td>Applications due to Residence Life Manager by 5pm</td>
</tr>
<tr>
<td>April 1st-5th</td>
<td>Candidate Interviews</td>
</tr>
<tr>
<td>April 12th</td>
<td>Candidates notified of their status</td>
</tr>
<tr>
<td>April 22nd</td>
<td>Candidate Responses due for position</td>
</tr>
</tbody>
</table>

## Overview of Resident Assistant Application

Applications will include a resume, completed reference form, and letters of recommendation.

New applicants are required to have two letters of recommendation. At least one of these letters should come from someone on the NCTA Campus. Letters of recommendation may be sent to:

NCTA Residence Life  
404 E 7th Street  
Curtis, NE 69025

Electronics submissions may be sent to: earambula@unl.edu (subject [Applicant Last Name] Resident Assistant Selection).

Applicants will sign up for an individual interview time with the selection committee. These interviews will take place, April 1st-April 5th from 9am to 6pm.
Nebraska College of Technical Agriculture

Resident Assistant Position Description 2019-2020

Resident Assistant responsibilities include the following:

- Create and maintain a sense of community in the Residence Halls and serve as a peer advisor and resource in the Residence Halls
- Serve as a role model both on and off-campus
- Maintain open communication with Residence Life Manager and other Residence Hall staff members and inform them of potential situations that may require attention
- Fulfill administrative duties, such as staff meetings, one-on-ones with the Residence Life Manager, submitting On Call Reports, and mail processing
- Assure student behavior in Residence Halls is in accordance with college’s policies
- Participate in mandatory staff training
- Develop and host programs
- Remain on campus until the Residence Halls close at the end of each semester. Resident Assistant should not plan to depart from campus prior to building closing.
- Work to maintain a positive working relationship with fellow Resident Assistant, as well as maintenance and custodial staff
- Other duties as assigned
NCTA Resident Assistant Application

Name: ________________________________  Phone Number: ________________________________

Campus Address: ______________________  Email: ______________________________________

Current GPA: ___________________   Major: ______________________

Semesters on Campus: _____________________

Contact Information for your reference:

NCTA (i.e. Faculty, Staff, RA)

Name: ___________________________________  Department: ________________________________

Phone: __________________________________  Email: ______________________________________

Relationship to candidate: _________________________________________

NCTA or Outside Reference (i.e. mentor, previous employer)

Name: ___________________________________  Department: ________________________________

Phone: __________________________________  Email: ______________________________________

Relationship to candidate: _________________________________________

I certify that the information contained in this application is true to the best of my knowledge and belief. I understand that any material omission of facts or misrepresentation may result in my discharge, if hired, regardless of when discovered. Unless otherwise expressly stated in a written appointment to a position or in a written contract of employment duly approved and executed by NCTA, regular office/service and managerial/professional employees are considered employees at will, and either NCTA of the employee may terminate the employment relationship upon giving the proper advance notice. I grant permission to the University of Nebraska – NCTA to investigate my employment record, educational record, and other records to verify the information that I have provided on this application and/or any additional information I have provided and I release the University from any liability resulting from such investigation.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature: ___________________________________  Date: __________________
1. Why are you interested in becoming a Resident Assistant?

2. What makes you a good Resident Assistant candidate? Do you have any relevant experience?
3. Describe what level of responsibility you believe a Resident Assistant has to serve as a role model and/or student leader?