

Resident Assistant Selection Process 2020-2021 Timeline

January 15 th	Applications available in Residence Life Manager Office and Online
January 31 st	Applications due to Residence Life Manager by 5pm
February 7 th -12 th	Candidate Interviews
February 20 th	Candidates notified of their status
February 28 th	Candidate Responses due for position

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: NCTA-Reslife@unl.edu (subject [Applicant Last Name] Resident Assistant Selection).

Incomplete applications will not be considered for interview.

Applicants will sign up for an individual interview time with the selection committee. These interviews will take place, February 7th-February 12th from 9am to 6pm.

Nebraska College of Technical Agriculture

Resident Assistant Requirements 2019-2020

Resident assistants must meet the following requirements:

- Minimum 2.5 cumulative grade point average when position is assumed and for semesters to follow.
- Must be enrolled for minimum of 12 credit hours per semester

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
- Participate in weekly on-call and weekend on-call.
- 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 situation 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 or 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?