

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_

College of Charleston  
Department of Residence Life & Housing

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# Student Staff Application

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Circle the position you are applying for: Resident Assistant

Greek House Manager: \_\_\_\_\_  
(Which one?)

Desk Assistant

Learning Community RA: \_\_\_\_\_  
(Which one?)

Name \_\_\_\_\_  
Last First Middle

Prefer to be called: \_\_\_\_\_ Sex: M F DOB: \_\_\_\_\_

Email Address: \_\_\_\_\_ Student ID: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Permanent Telephone: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Present Academic Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Cumulative G.P.A.: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Number of semesters you have lived on campus at the College of Charleston: \_\_\_\_\_

In which residence hall(s)/house(s) have you lived? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever worked on the Residence Life staff? Y N If yes, please list position(s) below:

Hall/House Supervisor Position Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the reasons you are applying for this position: \_\_\_\_\_

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Please describe the involvement you have had in residence life activities or programs: \_\_\_\_\_

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Describe why you believe it is important for students to live on campus: \_\_\_\_\_

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Briefly list previous experiences such as internships, work-study, part-time, summer jobs, volunteer positions, participation in organizations and/or athletics, and etc. Explain how these experiences can contribute to the role of a Residence Life staff member: \_\_\_\_\_

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Have you ever been subject to disciplinary action? Y N If yes, please explain: \_\_\_\_\_

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**REFERENCES**

Name	Title	Relationship	Phone #
1.	_____	_____	_____
2.	_____	_____	_____

How did you hear about this position:

- On-Campus Advertising
- Friend.  
Name: \_\_\_\_\_
- George Street Observer
- Other: \_\_\_\_\_
- Cisten on-line
- Current or Former Staff Member.  
Who: \_\_\_\_\_
- Res. Life Rally

The following statements, though not all-inclusive, cover general guidelines of employment within Residence Life & Housing. Please read and initial each statement to indicate your understanding.

\_\_\_\_\_ All staff are required to attend Fall Training and Spring Training which takes place before the residence halls and houses are open. All staff are required to attend in-service meetings, other training sessions, and staff meetings as announced by their supervisor(s).

\_\_\_\_\_ Period of employment: All staff are employed from the first day of Fall Training until one day after the halls close in May. For all breaks and holidays throughout the academic year staff members are expected to be the last to leave and the first to return. All staff will be expected to work during some breaks (i.e. Fall, Thanksgiving, and Spring Break). Staff at Kelly House, McAlister, Warren Place, George, and Liberty will also be expected to work during winter break.

\_\_\_\_\_ All staff members are expected to abide by and uphold all rules and regulations in the Guide to Residence Living, Guide to Greek Living and the Student Handbook.

\_\_\_\_\_ Staff are required to remain registered, full-time students at the College of Charleston and in good academic standing. All staff members are expected to maintain a GPA of 2.5 or above.

\_\_\_\_\_ All staff are subject to the reprimand process of two warnings and then termination.

\_\_\_\_\_ All staff are required to receive permission from their supervisor(s) prior to accepting other employment.

By my signature below, I certify that all information supplied by me and contained herein is accurate. I further understand that in order to be considered for a residence hall staff position, I am required to participate in all selection activities as outlined in this information packet. By my signature below, I also give the Department of Residence Life & Housing permission to verify my G.P.A. and judicial status now and each semester that I am employed by Residence Life & Housing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

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Name: \_\_\_\_\_ SID: \_\_\_\_\_

Verification by Residence Life and Housing:

GPA \_\_\_\_\_ # of hours completed: \_\_\_\_\_ Major: \_\_\_\_\_

Terminated File: \_\_\_\_\_ Yes, previously employed by Residence Life & Housing

\_\_\_\_\_ No, never employed by Residence Life & Housing

Conduct files for previous incidents, if any:

Disciplinary Record File: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICATION PACKET**

**APPLICATION PACKET SCORE** \_\_\_\_\_

- Complete application
- 2 references

**INDIVIDUAL INTERVIEW**

**INDIVIDUAL INTERVIEW SCORE** \_\_\_\_\_

- Phone contact
- Interviewers: \_\_\_\_\_
- Interview Date and Time: \_\_\_\_\_

**STATUS INFORMATION**

**SELECTION TOTAL SCORE** \_\_\_\_\_

Status:    HIRE        NO HIRE        POOL

- Letter Sent    Y   N        Date Sent: \_\_\_\_\_
- Acceptance    Y   N        Date Received: \_\_\_\_\_
- Hall Assignment \_\_\_\_\_
- Room Sign-Up Letter provided    Y        N