



## Resident Advisor (RA) Application

Before applying, please review the job description and qualifications available at [www.northwestern.edu/collegeprep/ra](http://www.northwestern.edu/collegeprep/ra).

Please type or print below, and submit to the above address with your essay questions attached.

### APPLICANT INFORMATION

|   |  |                       |  |                             |  |
|---|--|-----------------------|--|-----------------------------|--|
| First name  |  | Last name             |  | Preferred name              |  |
| Date of birth (mm/dd/yyyy)  | Gender<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female |                       | Are you currently a college student?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No  |                             | If yes, what is your current year in school (sophomore, grad student, etc.)? |
| Current mailing address   |  | City                  |  | State and zip code          | Valid until what date?   |
| Permanent mailing address (if different)  |  | City                  |  | State and zip code          |  |
| Home phone  |  | Cell or daytime phone |  | E-mail address              |  |
| How did you hear about the RA position?   |  |                       |  |                             |  |
| Since age 16, have you ever been convicted of a criminal offense by any court?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |                       | Have you ever faced a serious disciplinary action at any school/in any job?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |                             |  |
| If you answered "yes" to either of the previous two questions, please explain, using additional paper if necessary.                           |  |                       |  |                             |  |
| Emergency contact name  |  | Relationship to you   |  | Emergency contact telephone |  |

### RETURNING RAs

Were you an RA with the Northwestern College Prep Program during any summer from 2005-2011?

Yes  No

If yes, during which summer(s) were you an RA? \_\_\_\_\_

Note: Returning RAs are not required to submit letters of reference, transcripts, or essay questions 1-4 unless specifically instructed to do so after we receive your application form. Returning RAs who wish to be considered for an IN FOCUS teaching assistant position or the Lead RA position must answer essay question 5 or 6, as applicable.

## EMPLOYMENT HISTORY

Please attach a resume showing former or current jobs or other experience in which you gained experience that you feel would be helpful in the position of Resident Advisor.

## REFERENCES

Please ask **two** people to send a letter of reference to the address below or to Deb Dozier at [cpp@northwestern.edu](mailto:cpp@northwestern.edu). Your references should be able to comment on your ability to work with students and others in a college or university residential setting.

## TRANSCRIPTS

Please send a current college or university transcript to:

College Preparation Program  
Northwestern University  
405 Church St.  
Evanston, IL 60208

Northwestern students may submit unofficial transcripts. Please do not submit your transcript by email attachment.

## ESSAY QUESTIONS

In order to better respond to the following questions, please take a moment to visit the College Preparation Program web site at [www.northwestern.edu/collegeprep](http://www.northwestern.edu/collegeprep). Then, briefly answer the questions below, typed on a separate sheet of paper, and submit with your application.

1. What interests you most about working for this program, and why would you be a good fit as a Resident Advisor?
2. If you were to coordinate an extracurricular event this summer, what would it be and why? How would this activity benefit the College Prep students?
3. What do you wish you would have known about college when you began your undergraduate career, and how would you use this insight as an RA?
4. If you're a current undergraduate or graduate student, what are your plans after graduation? If you've already graduated, what are your plans for the near future?
5. OPTIONAL: Five RAs will be selected as teaching assistants for one of our IN FOCUS seminars in the topic areas of Pre-Law studies, Global Justice/Humanitarianism, Bioethics, Pre-med, or Sustainability. These positions carry additional responsibilities and time commitments for the duration of the two-week seminar. If you would like to be considered for one of these positions, explain why you are interested, and what you feel qualifies you to be a teaching assistant.
6. OPTIONAL: One RA will be selected as the Lead RA, which carries additional responsibilities and time commitments for the duration of employment. The Lead RA must be able to be an RA for eight or nine weeks if needed. The Lead RA cannot be an IN FOCUS seminar teaching assistant. If you would like to be considered for this position, please explain why you are interested, and what you feel qualifies you to be the Lead RA.

## CERTIFICATION

Work authorization for employment in the U.S. is required. If hired, you will be required to submit proof of U.S. Citizenship or lawful alien status that permits you to work in the U.S. A background check will also be required.

I certify that my answers are true and complete to the best of my knowledge.

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Signature

Date