



Application deadline is March 11, 2022.

**APPLICATION FOR FIRST-TIME RESIDENTIAL ASSISTANT (RA) AND/OR TEACHING ASSISTANT (TA)**

**WHO SHOULD COMPLETE THIS APPLICATION?** Those who have never applied to work for ADVANCE.

**INSTRUCTIONS:** Name and save the fillable PDF to your computer now. Reopen the saved fillable PDF and complete it via your computer. Print and save the PDF before closing (See page 4.)

**1. APPLICATION TYPE** (check one or both):  Residential Assistant (RA)  Teaching Assistant (TA)

**2. PERSONAL INFORMATION:**

Full Name: \_\_\_\_\_  
First, Middle, Last Name you prefer to be called

Present Address: \_\_\_\_\_  
Address, City, State, Zip

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  Male  Female  Prefer not to specify Preferred Pronouns: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Cellphone number: \_\_\_\_\_

T-shirt Size:  Sm  Med  Lg  XL  XXL  XXXL

Driver's License Information \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
DL Number & State Issued by

Permanent Address: \_\_\_\_\_  
Address, City, State, Zip

Alternate Telephone Number (other than cell number): \_\_\_\_\_

Alternate E-mail Address (non-university): \_\_\_\_\_

Do you have special dietary needs or food allergies?  Yes  No If yes, explain below.

\_\_\_\_\_

**3. EDUCATIONAL INFORMATION:**

School in which you are currently enrolled (if applicable): \_\_\_\_\_

Current college classification:  Freshman  Sophomore  Junior  Senior  Graduate Student  Other

Major Area/s of Study: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Minor Area/s of Study (if declared): \_\_\_\_\_

**4. EMPLOYMENT AND EXTRACURRICULAR INFORMATION:**

Employment Information and Contact Information for Most Recent or Current Job:

\_\_\_\_\_  
Place of business

\_\_\_\_\_  
Supervisor's name and title

Supervisor's contact information: \_\_\_\_\_  
Area Code & Number

\_\_\_\_\_  
Supervisor's email address

**Thoroughly type answers to the following (text boxes expand). Email additional information if needed.**

4a. Briefly list your most recent jobs and the duties required in those positions.

Type here:

4b. Describe any paid or volunteer positions you have held involving work with children or adolescents.

Type here:

4c. List any group living situation in which you have participated as a resident (dormitories, co-ops, Greek houses, camps, et cetera), the type of living unit, and the approximate dates of your residence there.

Type here:

4d. What experiences did you gain from your living situation that you feel would help you as a Teaching Assistant or Residential Assistant?

Type here:

**5. ESSAY QUESTIONS:**

Copy and paste the below (5a – 5m) in a Word document (Do not submit hand-written responses.) and answer each point as thoroughly as possible. Save your responses and attach them in the same email with your completed fillable staff application. Put considerable thought into your responses.

- 5a. Describe a conflict you have had with someone in a residential situation, and explain how you resolved the problem.
- 5b. What qualities do you believe a good Residential Assistant /Teaching Assistant should possess?
- 5c. Which of these qualities do you believe that you have? Which ones do you potentially have?
- 5d. Describe any leadership roles you have held in the past.
- 5e. How would these leadership experiences and qualities make you an effective leader at ADVANCE?
- 5f. It will be necessary for you to inform students early on and throughout the program that ADVANCE is an accepting, welcoming, and safe environment for all students. Our students have differing ethnic or cultural backgrounds, religious beliefs, gender orientation or preferences, national origin, and may have disabilities. How will you address that inclusion, not exclusion, is expected of all ADVANCE students?
- 5g. What would you do to be a good academic role model in this type of program?
- 5h. What would you do to be a good social role model at ADVANCE?
- 5i. Describe your ideas/philosophy on discipline (corrective discipline and self-discipline).
- 5j. How would you implement these ideas in order to maintain discipline within your group of students and the program as a whole?
- 5k. Why would you want to be a TA or RA for the ADVANCE Program for Young Scholars? How do you hope to benefit from working at ADVANCE?
- 5l. What are your strengths and weaknesses in working with others?
- 5m. How would you define counseling? Describe any formal or informal experiences you have had in counseling.

**6. ACTIVITIES:** Each RA/TA will be responsible for coordinating and conducting activities. Applicants who are chosen as TAs/RAs will be expected to implement these ideas. List eighteen activities below (or type on another sheet of paper) that you can offer at ADVANCE.

Type here:

## 7. TA APPLICANTS:

If you are applying for a TA position, visit our website, <http://advance.nsula.edu>, and read the “Courses” PDF found on several pages. Place a “check” prior to course/s for which you feel qualified and would like to be considered. You must be well versed in the subject matter and able to help every student in the class to which you are assigned.

- |   |   |
|---|---|
| <input type="checkbox"/> Algebra 1                              | <input type="checkbox"/> Algebra 2                            |
| <input type="checkbox"/> Biology                                | <input type="checkbox"/> Chemistry                            |
| <input type="checkbox"/> The Constitutional Convention          | <input type="checkbox"/> Creative Writing                     |
| <input type="checkbox"/> Film Studies – Great Directors         | <input type="checkbox"/> Geometry                             |
| <input type="checkbox"/> Physics                                | <input type="checkbox"/> Psychology (Brain & Behavior Buffet) |
| <input type="checkbox"/> Python Programming Through Game Design | <input type="checkbox"/> Shakespeare in Performance           |

**8. REFERENCES:** Please ask two individuals who have observed your leadership capabilities, work habits, and/or ability to work with people, to complete a Staff Reference Form on your behalf. References should be current or past professors, teachers, or employers. Do not ask family members or friends to serve as a reference.

Anyone may access the Staff Reference Form online by clicking “Staff Application” in the menu box of our website, <http://advance.nsula.edu>, and scroll to the bottom of the page. The Reference Form explains the various ways it may be submitted to the ADVANCE office. References must be received by March 11, 2022.

- 9. SUBMIT APPLICATION:** Email the following to [palmerh@nsula.edu](mailto:palmerh@nsula.edu) by the March 11, 2022, deadline.
- Application
  - Essay answers (typed)
  - A recent photograph of yourself

After the ADVANCE office receives your application and two references, you will be contacted by email in late March to schedule a telephone or zoom interview and every aspect of the application will be discussed. This is required of all applicants. Place this email address, [palmerh@nsula.edu](mailto:palmerh@nsula.edu), in your contact list now so that emails from ADVANCE do not get routed to junk mail.

## 10. BACKGROUND CHECK:

Per Northwestern State policy, a background check is a condition of employment for all employees.

**\*Print and save the PDF before closing the form.**

\*Note: Some applicants state that their responses do not appear when they reopen their saved application. By printing the application prior to closing the PDF you will have a hard copy to scan and attach in an email.

If your responses **do appear** on your saved PDF, attach the application in an email to [palmerh@nsula.edu](mailto:palmerh@nsula.edu).

If your responses **do not appear** on your saved PDF, scan your printed application, and email it to [palmerh@nsula.edu](mailto:palmerh@nsula.edu).

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Additionally, Northwestern complies with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. Information about Northwestern's campus security and crime statistics can be found at <http://universitypolice.nsula.edu/annual-security-report/>.