



Application deadline is March 11, 2022

**APPLICATION FOR RETURNING RESIDENTIAL ASSISTANT (RA) AND/OR TEACHING ASSISTANT (TA)**

**WHO SHOULD COMPLETE THIS APPLICATION?** Those who previously served as a staff member for ADVANCE.

**INSTRUCTIONS:** Save the fillable PDF to your computer now. Reopen the saved fillable PDF and complete it via your computer. Print and save the PDF again before closing the form (More information on page 4.)

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

**2. PERSONAL INFORMATION:**

Full Name: \_\_\_\_\_  
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: \_\_\_\_\_

Email 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 Email Address (non-university): \_\_\_\_\_

Do you have special dietary needs or food allergies?  Yes  No

If yes, explain: \_\_\_\_\_

**3. EDUCATIONAL & WORK INFORMATION:** School you currently attend: \_\_\_\_\_

Current college classification:  Freshman  Sophomore  Junior  Senior  Graduate Student  Other

Major area/s of study: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Minor area/s of study (if declared): \_\_\_\_\_

If employed: \_\_\_\_\_  
Place of Business Supervisor's Name and Title

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

**4. SHORT ESSAY QUESTIONS:** Answer the following based on your previous experience on staff.

4A. If you could change the way you dealt with a particular situation, how and why would you handle that situation differently?

Type here:

4B. What were your strengths as a TA/RA?

Type here:

4C. In what areas could you improve as a TA/RA? How will you implement these improvements?

Type here:

4D. 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?

Type here:

4E. Share at least one “ADVANCE success” story:

Type here:

**5. ACTIVITIES:**

Your suggested activity ideas are on file with your previous application. However, to keep activities from becoming stale, please submit in detail two new activity ideas. You will be expected to implement these new activities if rehired by ADVANCE.

Type here:

**6. TA APPLICANTS:** If you are applying for a TA position, please 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.

Algebra 1

Algebra 2

Biology

Chemistry

The Constitutional Convention

Creative Writing

Film Studies – Great Directors

Geometry

Physics

Psychology (Brain & Behavior Buffet)

Python Programming Through Game Design

Shakespeare in Performance

**7. SUBMIT APPLICATION:** Email your application and recent photograph of yourself to [palmerh@nsula.edu](mailto:palmerh@nsula.edu) by the March 11th deadline.

You will be contacted by email in late March to schedule a 15-minute phone interview. We will review your responses and exit interview data from your prior employment with ADVANCE.

**8. BACKGROUND CHECK:**

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

*Contact Harriette Palmer at 318-357-4500 or [palmerh@nsula.edu](mailto:palmerh@nsula.edu) if you have questions.*

**\*Save and print the PDF before closing.**

\*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/>.