



Application deadline is March 12th.

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. Save and print the PDF before closing.

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 Cell Number: _____

E-Mail Address: _____

T-shirt size: Sm Med Lg XL XXL XXXL

Driver's License Number: _____ 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? Yes No If yes, what are those needs?

3. EDUCATIONAL INFORMATION:

School in which you are currently enrolled: _____

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:

Provide name, title, phone number, and email address of current or most recent employer:

Employer's name and title

Employer's contact information: _____
Area Code & Number Employer's email address

Thoroughly answer the following (text box expands). Email additional information if needed.

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

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

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.

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

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.

- 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. **Number and list eighteen activities below** (or type on another sheet of paper) that you can offer at ADVANCE.

7. TA APPLICANTS:

If you are applying for a TA position, please **read the course descriptions** [2021 Courses](#). Place a “check” prior to courses 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"/> Architecture: From Building to Biosphere | <input type="checkbox"/> Biology |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> The Constitutional Convention |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Geometry |
| <input type="checkbox"/> Marvel Comics & Film Studies | <input type="checkbox"/> Mythology |
| <input type="checkbox"/> Physics | <input type="checkbox"/> Psychology (Brain & Behavior Buffet) |
| <input type="checkbox"/> Python Programming Through Game Design | <input type="checkbox"/> Think Like an Engineer |

8. REFERENCES: Please ask two individuals (preferably current or past professors/teachers, employers, or co-workers and not family members or friends), who have observed your leadership capabilities, work habits, and ability to work with people, to complete a [Staff Reference Form](#) on your behalf.

Anyone may access the Staff Reference Form online at <http://advance.nsula.edu> and then click on Staff Application in the menu box. The Reference Form explains the various ways it may be submitted to the ADVANCE office.

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

9. SUBMIT APPLICATION: Email the following to palmerh@nsula.edu by the March 12th deadline.

- a. Application
- b. Essay answers
- c. A recent photograph of yourself

You will be contacted by email in late March to schedule a phone interview. We will discuss every aspect of the application at that time.

10. BACKGROUND CHECK:

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

***Save and print 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.

If your responses **do not appear** on your saved PDF, scan your printed application, and email it to 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 NSU's campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>.