The Office of Housing and Residence Life

Graduate Assistant Application

OFFICE USE ONLY

Name		
Date Received :	Interview Score	
Recommendations: Yes / No	G.P.A.	
Essay Yes / No	Status	H / A / D

CANDIDACY AGREEMENT

This is the official application for Graduate Assistant. This packet must be filled out in blue/black ink or typed. This packet must be legible if the candiate chooses to write in blue or black ink. This application must be filled out in its entirety. All candidates must be willing to be an on campus resident and must be admitted into an Albany State University graduate program by Spring semester 2011. Failure to be accepted or enroll into a Albany State University graduate program by Spring 2011 may result in immediate termination. All potential candidates must complete the two (2) types of recommendation from previous employers within the time allotted by the Office of Housing and Residence Life. Failure to comply will result in ***immediate refusal*** of this package.

My signature is a testament that all information above has been read and fully understood. If I am found in violation of any statements above I understand that my application process will not proceed and my application will become void.

Signature:_____Date:_____

Please submit a cover letter, resume, background check from Albany State University's Police Department, 2 copies of your photo I. D. (Driver's License) and Social Security Card with this Application.

Information

I. Personal Data

Date:	**Ram ID:**	
Name: Last:	First:	Middle:
Local Address 1:	**P.O. Box:**	
Local Address 2: City:	State:	Zip Code:
Home Address 1:	**P.O. Box:**	
Home Address 2: City:	State:	Zip Code:
Home Phone: ( )	**Room Phone: ( )**	
Work Phone: ( )	**Cell Phone: ( )**	
E-mail Address:		
II. Academic Information		
Major:	**Minor:**	
Classification:	**G.P.A.:**	**Hours:**
Anticipated Graduation Date:		
III. Position Preference Graduate Assistant Receptionist Graduate Assistant Resident Director ***Note: Specified position preference is not a guarantee for placement.***		
Have you ever been convicted of a crime? YES_____ NO_____		

If yes, Please explain in detail. Attach a separate sheet if needed.

II. Campus Involvement

1. List all residential hall programs in which you have participated :

_____
_____
_____
_____
_____

2. List all campus organization in which you are a active member (Include positions held):

_____
_____
_____
_____
_____

3. List all awards, Fellowships, Honors, and Scholarships, or any other type of recognition(s):

_____
_____
_____
_____
_____

4. List all activities or areas of special interest in which you would be willing to share with residents in the hall:

_____
_____
_____
_____
_____

III. Essay Portion

"Why I am the best candidate to serve ASU students in the capacity of Graduate Assistant Resident Director or Receptionist."

IV. References

You are required to have one character reference letter and one recommendation form. Each reference must be done by different people. The character reference letter must have the necessary requirements stated in the candidacy agreement and sealed in an envelope with the referee's signature. The character reference letter and recommedation form must be turned in with the application, not separate. Failure to do so will void your application. Signing below states that the names in this portion of the application are consistent with the recommendation sealed in the envelope.

Title & Name (Print)	**Relation**	**Phone**

Signature:_____Date:_____

V. Primary Employement Guidelines

Indicate your understanding by **initialing** next to each statement.

	Graduate Assistant Resident Directors are expected to attend ALL training sessions and other meetings as requested by the Hall Manager.
	Graduate Assistants are expected to remain registered full-time graduate students and maintain a cumulative G.P.A. of at least 3.0.
	Graduate Assistants are expected to give priority to the position over other areas of activity except academic work and adhere to the job description provided.

I have read the responsibilities of a Graduate Assistant and meet the necessary qualifications as outlined in the job description.

Signature:_____Date:_____

I am aware of the condition of the Graduate Assistant agreement, which states that any unsatisfactory performance or resignation will result in withdrawal of assigned position. If a person wishes to remain on campus then he or she must move to another building within 24 hours of resignation or termination.

Signature:_____Date:_____

Return this entire portion of the application to the Office of Housing and Residence Life. Detach the reference sheet and turn them in with the package as well.

RECOMMENDATION FORM

Applicant's Name:_____

This reference will be reviewed by the personnel in the Office of Housing and Residence Life solely for the purpose of selecting Graduate Assistants. The candidate has the right to review this reference unless he/she waives that right.

Candidate must check one of the statements and sign below.

____ I have retained my right of access to this reference form.

____ I have waived my right of access to this reference form.

Signature_____Date_____

The individual above is applying to become a Graduate Assistant. As a member of the Housing and Residence Life, Albany State University, staff the Graduate Assistant shares responsibilites for the total operation of a residence hall. Various responsibilities include advising, programming, discipline administration, and general operation of the residence hall. This position calls for a person with a high degree of maturity and flexibility, the ability to communicate effectively with both students and staff, and demonstrate leadership.

Please complete the form and make any additional comments. Your evaluation should be based on your experience with the potential candidate. Complete each section by a **check** or **X** in the perspective box.

MATURITY: Consider the applicant's common sense, self-awareness and self-confidence, judgement, integrity, and ability to make mature well thought out decisions.

NO RATING	BELOW AVG.	AVERAGE	ABOVE AVG.	SUPERIOR

INITIATIVE: Consisder the degree to which the applicant is dependable, prompt, accurate, and conscientious.

NO RATING	BELOW AVG.	AVERAGE	ABOVE AVG.	SUPERIOR

COMMUNICATION: Consider the ability to grasp new ideas, express thoughts verbally in an effective manner, and to listen and convey understanding to others.

NO RATING	BELOW AVG.	AVERAGE	ABOVE AVG.	SUPERIOR

RESPONSIBILITY: Consider the degree to which the applicant is dependable, prompt, accurate, and conscientious.

NO RATING	BELOW AVG.	AVERAGE	ABOVE AVG.	SUPERIOR

ADDITIONAL COMMENTS:

Remember

The person providing this information must be a person that is consistent with the references that are allowed by the Department.

Name_____Position_____

Organization_____Phone_____

Reference's Signature_____Date_____

Committee Use Only

_____Complete _____Incomplete

Graduate Assistant Resident Director Position At-A-Glance

I. A Graduate Assistant Resident Director (GARD) serves as a liasion for students for the Department of Housing and Residence Life under the direction of a Hall Manager (HM). He/She resides in the residence hall in order to facilitate the personal, social, and academic development of the residents. The principle function of the GA is to work with residents and staff members to create an atmosphere that is conducive for academic and social growth.

II. Conditions of Position

a. Graduate Assistants will be expected to have an accumulated G.P.A. of 3.0 or better with 6 credit hours. All students are required to maintain the entry G.P.A. and not fall below.
b. Students must be enrolled at Albany State University.
c. Students must not receive any discplinary sanctions on record or pending with the University or Department.
d. Students must give priority to the position over other areas of activity except academic work.
e. Unless approved by Director of Housing and Residence Life, Graduate Assistants may not have any outside employment.

III. Vacation Periods and Holidays

a. College vacation periods are as follows:
    i. Christmas Break
    ii. Spring Break
b. Required availablity for residence halls also include:
    i. Reporting prior to all openings every semester
    ii. Remaining until the designated closing time. Times include:
        1. Examination Periods, Vacation & Holidays, Easter, Memorial Day, Labor Day, MLK, Jr. Holiday, and Albany State University Football and Basketball Homecoming.

IV. Time Requirements

Availability is a must. A GARD is “on duty” for scheduled shifts and all staff is on call 24 hours daily. Graduate Assistants are expected to be in their buildings and available to their residents as much as possible.

Graduate Assistants must be available during an emergency. When a GARD plans to leave the campus (if on duty), notice must be given to their respective Hall Manager.

V. Training Time

Graduate Assistants are required to participate in a training program prior to the opening of the university for fall semester. They are also required to attend meetings and workshops as required by their supervisor or the Director of Housing and Residence Life thoughout the academic year.

VI. Basic Roles and Responsiblities

a. Provide personal assistance to all students in all the residence halls.

b. Facilitate educational, recreational, and social programs, which enhance and strengthen a student's college experience.
c. Inform students and refer them to the appropriate sources.
d. Explain and enforce university and residence hall rules and regulations.
e. Maintain a safe and orderly environment.
f. Carry out administrative responsibilities.
g. Maintain a good working relationship with staff and the campus community.

VII. Probation or Termination

a. There are ways a Graduate Assistant may be put on probation or terminated. The most common are:
   i. Inappropriate behavior = Probation or Termination
   ii. G.P.A. Requirements = Termination
   iii. Poor Job Performance = Probation or Termination
b. The Area Coordinator, Hall Manager, Residence Life Coordinator and the Director of Housing and Residence Life will reserve the right to determine what action shall be taken in the discipline process. They will make every effort to work with the Graduate Assistant to help him/her continue in the position with satisfactory performance.
c. Remember that if dismissal is necessary, the student is expected to move to another residence hall within 24 hours.

VIII. Credentials for Hire

a. <u>Graduate Assistants must have 2 copies each of his/her photo I.D. and SSN Card available to expidite the process.</u>

Do Not Turn This Portion Back In