

## Resident Hall Director Application

Austin Peay State University, Housing/Residence Life and Dining Services

A Resident Hall Director position description is enclosed with this application packet. Please be sure to answer all questions. **Please read carefully before submitting your application.**

### General Information

Name _____	Banner ID # _____
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single
Number of Children _____	
APSU e-mail _____	Current Classification <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GRAD
Current Residence Hall/Apartment Assignment _____	
Campus telephone # _____	Cell Phone # _____
Number of semesters lived in APSU Residence Hall or Apartment _____	
Permanent Home Address _____	
Permanent Home Phone _____	

### Miscellaneous Information

Your Major _____	Minor _____
Will you be participating in student teaching or internship to complete your education? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, please estimate when, what type and how long?	
When _____	Type _____ Duration _____
When _____	Type _____ Duration _____
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, do you work <input type="checkbox"/> on-campus <input type="checkbox"/> off campus How many hours do you work? _____	
Have you served as a Resident Assistant on this campus or any other campus before?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when and where? _____	
Last two places of on-campus residence during your APSU career	
Year _____	Location _____
Year _____	Location _____

### Leadership Experiences: Organization and Position

Date

Leadership Experiences: Organization and Position	Date

Austin Peay State University, a Tennessee Board of Regents Institution, is an equal opportunity employer committed to the education of a non-racially identifiable student body.

**Housing/Residence Life and Dining Services, P.O. Box 4596, Clarksville, TN 37044**  
 Phone: (931) 221-7444      Fax: (931) 221-7165      Email: [housing@apsu.edu](mailto:housing@apsu.edu)

The following statements are intended to cover primary guidelines of employment if selected as a residence life staff member. Please read and initial each statement to indicate your understanding.

- \_\_\_\_\_ Staff members are expected to attend all fall, spring, and summer in-service sessions and other meetings requested by the Office of Housing/Residence Life.
- \_\_\_\_\_ Staff members are expected to remain registered, full-time students at APSU. They must also remain in good academic standing (2.5 Cumulative GPA).
- \_\_\_\_\_ Staff members are not permitted to take any additional campus employment. Furthermore, staff members are expected not to student teach or make any similar academic commitments during the period of appointment without prior approval from the Assistant Director of Housing/Residence Life.
- \_\_\_\_\_ Staff members are expected to arrive in advance of all hall/apt. Openings and stay 48 hours after all hall/apt. closings.
- \_\_\_\_\_ Staff members are expected to comply with all rules and regulations of the Housing /Residence Life Notes for Living Handbook and the APSU Student Code of Conduct.

**\*\*PLEASE LIST NAMES OF REFERENCES YOU WILL BE USING\*\***

1.	Name of Reference	Position
2.	Name of Reference	Position
3.	Name of Reference	Position

I understand that all documents relative to this application for employment including, but not limited to, Applicant Reference Forms, evaluation notifications of interviewers, and Staff Comment Sheets are confidential. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided a the applicant's request by the Assistant Director of Housing/Residence Life. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I wish to submit this application for employment for the position of Resident Assistant. I am aware of the responsibilities of this position as specified on the resident assistant position description, and I fully intend to fulfill each one to the best of my ability, if I am offered and accept a position. I possess the minimum qualifications required for this position as specified on this form and all information I have provided herein is accurate.

I understand that my signature below authorizes the Office of Housing/Residence Life to verify grade information and to review my disciplinary file. Furthermore, I give permission for my name and/or photo to be used in any type of public relations efforts on behalf of the University.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**DO NOT FORGET YOUR REFERENCE FORMS!!!**

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED _____	REFERENCE 1 _____
GPA – current _____ cumulative _____	REFERENCE 2 _____
TOTAL CREDIT HOURS _____	REFERENCE 3 _____
DISCIPLINE RECORD _____	CURRENT HALL ASSIGNMENT _____







**AUSTIN PEAY STATE UNIVERSITY  
OFFICE OF HOUSING/RESIDENCE LIFE**

**REFERENCE FOR RESIDENT HALL DIRECTOR APPLICATION**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Description of Position**

The Residence Hall Director, is a member of the Residence Hall Staff. As such, the primary responsibility of the Residence Hall Director (RHD) is supervising the student staff and managing a residence hall/apt. The RHD will serve as an on -call administrative Housing staff member responsible for monitoring hall living. The RHD will be the resource person to building residents and staff in matters pertaining to residence life. More importantly, the RHD is an active supporter of residence life and University staff members and activities. The Office of Housing/ Residence Life is a committed to providing a diverse staff who can represent a variety o experience and ideas.

The purpose of this form is to assist the Staffing Committee in evacuating applicants for the position of Residence Hall Director. Your candid evaluation for the applicant, based upon your experience and knowledge, will play an important part in our selection process. The applicant has signed a statement indicating his or her understanding that this reference form will remain confidential and that it will not be available for personal review or inspection. This procedure is in compliance with the Family Education Plan and Privacy Act of 1974.

**PLEASE RETURN WITHIN 10 DAYS OF RECEIPT TO:**  
Office of Housing/Residence Life  
P.O. Box 4596  
Clarksville, TN. 37044

1. How well do you know the candidate?       Slightly       Fairly Well       Very Well
2. Under what circumstances do you know the candidate? \_\_\_\_\_  
\_\_\_\_\_
3. Considering other college students you know, please rate this candidate according to the following criteria. Please circle the number you feel best represents this student. (Feel free to write comments in the space provided).
- 5=Top 10%    4=Top 25%    3=Top 50%    2=Below 50%    1=Don't know

5 4 3 2 1      **Leadership:** The ability to inspire others; to coordinate and lead activities; to facilitate group interaction. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1      **Organization:** The ability to prioritize tasks and manage time wisely. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1      **Temperament:** The ability to maintain a positive outlook and realistic perspective \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1      **Initiative:** How this person approaches new situations; self motivation, ability to set and accomplish goals and need for supervision. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity, flexibility, cooperation, the ability to work with supervisor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, accurate and complete.  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively, and to listen and convey understand to others. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Maturity:** Common sense, self awareness, judgment, integrity, and ability to deal with a wide range of personalities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition, and predictability.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understanding of the feelings and reactions of others and the ability to make effective responses to them. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Additional comments on applicant's strengths and weaknesses: Further explanation of things that might help us evaluate the candidate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate your reactions to this person's potential for success as a RHD by checking one response,

Highly Recommend

Recommend

Recommend with reservations

Would not recommend at this time

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_