

Application for Community Advisor 2018-2019

Please type or print clearly.

Please
attach
photo

General Information

Name _____
last first middle preferred

Current University Residence: _____
Current CA: _____
Current RD: _____

Home Address _____

Cell Phone (_____) _____ Birth Date _____

Current Classification ☐ Fr ☐ So ☐ Jr ☐ Sr Cumulative GPA as of 12/31/17 _____

How many credit hours do you plan to take each semester next year? Fall _____ Spring _____

Major(s) _____ Minor(s) _____

Are you planning on going on a cross-cultural during the 2018-19 academic year? _____

If so, will you be gone for the fall or spring semester? _____

For what type of career are you preparing? _____

List the following...

Leadership positions or offices held at EMU.

Extra-curricular activities.

Past employment (at home, during the summer, work study, etc.) Attach a resume if you have one.

Respond briefly to the following questions...

Describe your EMU residence hall experience. What was it like? What have you learned?

Name three important roles of the Community Advisor and describe how they should be performed at EMU.

Describe any life experience or classes which you feel have prepared you for the role of a Community Advisor.

What qualities or abilities should the ideal CA have?

It is important that the CA be able to support and represent EMU's institutional values and perspectives. a) Do you support, in your beliefs and actions the guidelines that govern residence life at EMU? b) Are there any rules that you would not support as a CA? c) How would you confront a peer in a situation?

a)

b)

c)

Describe your current location on your faith journey. Identify one area in your Spiritual life where you feel you have experienced growth in the past year.

Conditions of Employment

- The CA position is eligible for funding under the College Work-Study program. Will you be eligible for work-study in 2018–2019? ☐ Yes ☐ No Have you applied for this aid? ☐ Yes ☐ No
- Since the CA position requires energy and time, we cannot approve any other employment while a student is a CA. Do you foresee any problems with this employment condition? ☐ Yes ☐ No
- It is important for the CA to limit his/her extracurricular activity in order to allow time for personal study and residence hall commitments. Are you planning to be involved in any major time commitment in the 2018–2019 academic year (athletics, drama, music groups, CAC, etc.)? ☐ Yes ☐ No

If yes, list the activity and explain your goals in participating in that activity. What is its priority in relation to your CA commitment?

- **All CAs are expected to be on campus August 15-27, 2018 for training and orientation. Do you have any summer commitments that will keep you from arriving at that time?** ☐ Yes ☐ No
If yes, explain.

References

Each applicant is required to have the following references on file in the Office of Housing and Residence Life. It is the applicant's responsibility to distribute reference forms and ensure that they are returned to the Office of Housing and Residence Life.

- Faculty _____
- Current CA _____
- Other EMU Staff/Faculty _____

Please complete the waiver statement below.

- ☐ I waive my right of access to the references indicated above.
- ☐ I do not waive my right of access to the references indicated above.

Signature _____ Date _____

Group Interview/Training Session

Each applicant is required to attend a Group Interview prior to selection. The purpose of this meeting is to give a more thorough introduction to the Residence Life Program, to begin to develop and strengthen basic communication and helping skills, and to assist in the staff selection process.

Please check the meeting time you would prefer:

- ☐ Thursday, February 15, 6-8 p.m., University Commons 211/212
- ☐ Monday, February 19, 4 - 6 p.m., University Commons 211/212
- ☐ Either session.

The meeting date/time will be confirmed for you and more details will be provided before the meeting.

CA Applications are due to the Student Life Suite by Monday, February 12, 2018

EMU Faculty or Staff

Community Advisor Reference Form

The new employment process for selection of next year's Community Advisors is now underway. You have been chosen by this applicant to provide a reference.

Name of applicant: _____ ☐ has ☐ has not waived his/her right of access to the form attached. His/her signature is on file in the Student Life Office.

Your candid evaluation will be much appreciated. Please mail the completed form to the Student Life Office by **February 19, 2018**. Thank you for your time and willingness to help us secure good para-professional employees for EMU residence halls.

How well do you know this applicant?

☐ extremely well ☐ well ☐ somewhat ☐ hardly at all

The Community Advisors are the most critical people for creating a good educational environment in the residence halls. More than any other staff they are attuned to students' needs, interests, issues, and problems. Their responsibilities are:

- to provide personal help and assistance
- to manage and facilitate groups
- to direct social, recreational, and educational programs
- to inform students or refer them to appropriate informational sources
- to explain and enforce rules and regulations
- to maintain a safe and orderly environment

Please circle the appropriate number on the scale, keeping in mind the responsibilities described above. Note that the statement on the left represents a 1 on the scale, and the statement on the right represents a 5. Additional comments are appreciated.

Leadership

1	2	3	4	5	No opportunity to observe
Has little credibility				Able to gain others' respect	☐
1	2	3	4	5	
Breaks confidence				Trustworthy	☐
1	2	3	4	5	
Needs to be motivated				Takes initiative	☐
1	2	3	4	5	
Uninvolved in campus activities				Very involved in campus activities	☐
1	2	3	4	5	
Unsure				Confident	☐
1	2	3	4	5	
Avoids responsibility				Takes responsibility	☐

(over)

Interpersonal Relationships

No opportunity
to observe

1 Self-centered	2	3	4	5 Takes an interest in others	☐
1 Inconsiderate	2	3	4	5 Sensitive to needs of others	☐
1 Critical of others	2	3	4	5 Accepting of others	☐
1 Poor communication skills	2	3	4	5 Able to communicate clearly	☐
1 Does not initiate interaction	2	3	4	5 Initiates interaction	☐

Personal Qualities

1 Immature	2	3	4	5 Mature	☐
1 Not serious about academic responsibilities	2	3	4	5 Conscientious about academic responsibilities	☐
1 Little evidence of Christian commitment	2	3	4	5 Shows an active Christian commitment	☐
1 Shows lack of good judgement	2	3	4	5 Uses common sense	☐
1 Displays negative attitude	2	3	4	5 Displays positive attitude	☐
1 Low self-concept	2	3	4	5 Strong self-concept	☐
1 Unsupportive of EMU policy	2	3	4	5 Supports EMU policy	☐

Additional Comments:

What recommendation would you give this person for a staff position?

- ☐ Strongly recommend
- ☐ Recommend
- ☐ Recommend with reservation (please explain)
- ☐ Not recommend
- ☐ Urge that he/she not be considered

Signature _____ Date _____

Please return this form to the Student Life Office by February 19, 2018.

Community Advisor Reference Form

The new employment process for selection of next year's Community Advisors is now underway. You have been chosen by this applicant to provide a reference.

Name of applicant: _____ ☐ has ☐ has not waived his/her right of access to the form attached. His/her signature is on file in the Student Life Office.

Your candid evaluation will be much appreciated. Please mail the completed form to the Student Life Office by **February 19, 2018**. Thank you for your time and willingness to help us secure good para-professional employees for EMU residence halls.

How well do you know this applicant?

☐ extremely well ☐ well ☐ somewhat ☐ hardly at all

The Community Advisors are the most critical people for creating a good educational environment in the residence halls. More than any other staff they are attuned to students' needs, interests, issues, and problems. Their responsibilities are:

- to provide personal help and assistance
- to manage and facilitate groups
- to direct social, recreational, and educational programs
- to inform students or refer them to appropriate informational sources
- to explain and enforce rules and regulations
- to maintain a safe and orderly environment

Please circle the appropriate number on the scale, keeping in mind the responsibilities described above. Note that the statement on the left represents a 1 on the scale, and the statement on the right represents a 5. Additional comments are appreciated.

Leadership

	1	2	3	4	5	No opportunity to observe
Has little credibility					Able to gain others' respect	☐
Breaks confidence					Trustworthy	☐
Needs to be motivated					Takes initiative	☐
Uninvolved in campus activities					Very involved in campus activities	☐
Unsure					Confident	☐
Avoids responsibility					Takes responsibility	☐

(over)

Interpersonal Relationships

1	2	3	4	5	No opportunity to observe
Self-centered				Takes an interest in others	☐
1	2	3	4	5	
Inconsiderate				Sensitive to needs of others	☐
1	2	3	4	5	
Critical of others				Accepting of others	☐
1	2	3	4	5	
Poor communication skills				Able to communicate clearly	☐
1	2	3	4	5	
Does not initiate interaction				Initiates interaction	☐

Personal Qualities

1	2	3	4	5	
Immature				Mature	☐
1	2	3	4	5	
Not serious about academic responsibilities				Conscientious about academic responsibilities	☐
1	2	3	4	5	
Little evidence of Christian commitment				Shows an active Christian commitment	☐
1	2	3	4	5	
Shows lack of good judgement				Uses common sense	☐
1	2	3	4	5	
Displays negative attitude				Displays positive attitude	☐
1	2	3	4	5	
Low self-concept				Strong self-concept	☐
1	2	3	4	5	
Unsupportive of EMU policy				Supports EMU policy	☐

Additional Comments:

What recommendation would you give this person for a staff position?

- ☐ Strongly recommend
- ☐ Recommend
- ☐ Recommend with reservation (please explain)
- ☐ Not recommend
- ☐ Urge that he/she not be considered

Signature _____ Date _____

Please return this form to the Student Life Office by February 19, 2018.

Community Advisor Reference Form

Current CA

The new employment process for selection of next year's Community Advisors is now underway. You have been chosen by this applicant to provide a reference.

Name of applicant: _____ ☐ has ☐ has not waived his/her right of access to the form attached. His/her signature is on file in the Student Life Office.

Your candid evaluation will be much appreciated. Please mail the completed form to the Student Life Office by **February 19, 2018**. Thank you for your time and willingness to help us secure good para-professional employees for EMU residence halls.

How well do you know this applicant?

☐ extremely well ☐ well ☐ somewhat ☐ hardly at all

The Community Advisors are the most critical people for creating a good educational environment in the residence halls. More than any other staff they are attuned to students' needs, interests, issues, and problems. Their responsibilities are:

- to provide personal help and assistance
- to manage and facilitate groups
- to direct social, recreational, and educational programs
- to inform students or refer them to appropriate informational sources
- to explain and enforce rules and regulations
- to maintain a safe and orderly environment

Please circle the appropriate number on the scale, keeping in mind the responsibilities described above. Note that the statement on the left represents a 1 on the scale, and the statement on the right represents a 5. Additional comments are appreciated.

Leadership

1	2	3	4	5	No opportunity to observe
Has little credibility				Able to gain others' respect	☐
1	2	3	4	5	
Breaks confidence				Trustworthy	☐
1	2	3	4	5	
Needs to be motivated				Takes initiative	☐
1	2	3	4	5	
Uninvolved in campus activities				Very involved in campus activities	☐
1	2	3	4	5	
Unsure				Confident	☐
1	2	3	4	5	
Avoids responsibility				Takes responsibility	☐

(over)

Interpersonal Relationships

1	2	3	4	5	No opportunity to observe
Self-centered				Takes an interest in others	☐
1	2	3	4	5	
Inconsiderate				Sensitive to needs of others	☐
1	2	3	4	5	
Critical of others				Accepting of others	☐
1	2	3	4	5	
Poor communication skills				Able to communicate clearly	☐
1	2	3	4	5	
Does not initiate interaction				Initiates interaction	☐

Personal Qualities

1	2	3	4	5	
Immature				Mature	☐
1	2	3	4	5	
Not serious about academic responsibilities				Conscientious about academic responsibilities	☐
1	2	3	4	5	
Little evidence of Christian commitment				Shows an active Christian commitment	☐
1	2	3	4	5	
Shows lack of good judgement				Uses common sense	☐
1	2	3	4	5	
Displays negative attitude				Displays positive attitude	☐
1	2	3	4	5	
Low self-concept				Strong self-concept	☐
1	2	3	4	5	
Unsupportive of EMU policy				Supports EMU policy	☐

Additional Comments:

What recommendation would you give this person for a staff position?

- ☐ Strongly recommend
- ☐ Recommend
- ☐ Recommend with reservation (please explain)
- ☐ Not recommend
- ☐ Urge that he/she not be considered

Signature _____ Date _____

Please return this form to the Student Life Office by February 19, 2018.