



Application deadline is March 11, 2024

APPLICATION FOR FIRST-TIME STAFF MEMBER

WHO SHOULD COMPLETE THIS APPLICATION? Those who have never 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 before closing (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 [ ] 2XL [ ] 3XL

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 [ ] Grad Student [ ] Other

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

Minor area/s of study: \_\_\_\_\_

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

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

**Thoroughly type answers to the following (text boxes expand). Email additional information if needed.**

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

Type here:

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

Type here:

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.

Type here:

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

Type here:

**5. ESSAY QUESTIONS:** (Do not submit hand-written responses.)

Copy and paste questions 5a – 5m into a Word document and provide detailed answers. Attach your essay responses in the same email with your completed staff application. Note: Your interview will last 35 – 45 minutes, so put considerable thought into your responses.

- 5a. Describe a conflict you have had 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? How can you develop other desired qualities?
- 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 and 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. If hired, you will be expected to discipline students. 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? How can you strengthen weaknesses?
- 5m. How would you define counseling? Describe any formal or informal experiences you have had counseling others or being counseled by others.

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

Type here:

**7. TA APPLICANTS:**

If you are applying for a TA position, visit our website, [www.nsula.edu/advance](http://www.nsula.edu/advance), click on the “Courses” PDF found under “Info” on the right side of the website. List below the 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.

Courses:

#1 \_\_\_\_\_ #2 \_\_\_\_\_

#3 \_\_\_\_\_ #4 \_\_\_\_\_

#5 \_\_\_\_\_ #6 \_\_\_\_\_

**8. SUBMIT APPLICATION:** Email the following to [palmerh@nsula.edu](mailto:palmerh@nsula.edu) by the March 11, 2024, deadline.

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

**9. REFERENCES:** Please ask two individuals who have observed your leadership capabilities, work habits, and/or ability to work with others, to complete a Staff Reference Form on your behalf. References should be current or past professors, employers, or former high school teachers. Do not ask family members or friends to serve as a reference.

Anyone may access the Staff Reference Form online by clicking “Staff Application” in the menu box, and then click on the PDF found just above the photo at the bottom of the page. The Reference Form explains the various ways it may be submitted to the ADVANCE office. An interview will not be scheduled until two references have been received on your behalf.

**10. WHAT IS THE NEXT STEP?** After the ADVANCE office receives your application and two references, you will be contacted by email between late March to mid-April to schedule a 35 – 45-minute telephone interview. Every aspect of the application will be discussed. Place this email address, [palmerh@nsula.edu](mailto:palmerh@nsula.edu), in your contact list now so that emails from ADVANCE do not get routed to junk mail.

**11. BACKGROUND CHECK:**

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

**\*Print and save 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](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/>.