



Application deadline is March 11, 2024

APPLICATION FOR RETURNING STAFF MEMBER

WHO SHOULD COMPLETE THIS APPLICATION? Those who previously 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 [] XXL [] XXXL

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 [] Graduate 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

4. SHORT ESSAY QUESTIONS: Answer the following based on your previous experience serving on staff.

4A. If you could change the way you dealt with a particular situation, how and why would you handle it differently?

Type here:

4B. What were your strengths as a TA/RA?

Type here:

4C. In what areas could you improve as a TA/RA? How will you implement these improvements?

Type here:

4D. 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/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?

Type here:

4E. Share at least one “ADVANCE success” story:

Type here:

5. ACTIVITIES:

Your suggested activity ideas are on file with your previous application. However, to keep activities from becoming stale, please submit in detail two new activity ideas. You will be expected to implement these new activities if rehired by ADVANCE.

Type here:

6. TA APPLICANTS: If you are applying for a TA position, please visit our website, <http://advance.nsula.edu>, and 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.

Type course names below for which you feel qualified to serve as the TA.

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

7. SUBMIT APPLICATION BY MARCH 11, 2024, and attach a recent photograph of yourself.

You will be contacted by email in late March to schedule a 15-minute phone interview. We will review the essay and/or short answer questions submitted with your ADVANCE staff application last year.

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

CONTACT INFORMATION

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***Save and print the PDF before closing.**

*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.

If your responses **do not appear** on your saved PDF, scan your printed application, and send it in an email.

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/>.