Summer Assistantship Application

Please read the following BEFORE completing the application.

Inside this packet you will find the following information:

☐ Summer Assistantship Application
☐ Summer Resident Adviser Assistantship Recommendation

*(to be completed by your current Graduate Hall Director or a Faculty/Staff Member)*

Please return the completed application and recommendation to Residence Life and Housing, Benson 101, or mail to Post Office Box 7749, Attention: Summer Employment. Should you have any questions concerning this selection process, please contact Residence Life and Housing at 336.758.5185. Thank you for your interest in the Summer Assistantship positions!

*Instructions to candidate:* Please complete Part I of the application below and give Part II of this application to the Graduate Hall Director of the building in which you currently reside or to another faculty or professional staff member who can address your qualifications for the position.

**Part I: (to be completed by the candidate)**

Name: ___________________________________________  Cum. GPA: __________

Last    First    Middle

Wake Forest Student Identification Number: _________________________  Classification: ________

Current Campus Address: ___________________________  Campus PO Box: _________

Building & Room #

Telephone Number: _____________________  E-mail address: ___________________________

Permanent (or summer) address: ______________________________________________________

Telephone Number: _____________________  T-Shirt Size: ___________________________

*Please check the appropriate response.* I am presently:

☐ A current RL&H staff member (returning for the upcoming academic year)

☐ A current RL&H staff member (not returning for the upcoming academic year)

☐ A new RL&H staff member (beginning in August)

☐ Not affiliated with RL&H
Position(s) for which you are applying:
(NOTE: please check all that apply)

☐ Summer School RA ☐ Summer School Graduate Hall Director

A) Please check the Summer Session(s) for which you are applying:

☐ Session I ☐ Session II ☐ Both

B) Please check the Summer Session(s) for which you will be enrolled as a student:

☐ Session I ☐ Session II ☐ Both ☐ Neither

C) If you are not planning to enroll as a summer student, describe your anticipated status:

Please respond to the following questions:

1. Why are you interested in the position(s) for which you are applying?

2. Based on the descriptions of the assistantship(s) you are applying for, what specific skills, abilities, talents, etc. will you bring to this position?

3. What are your time commitments for the summer? (include summer school classes, volunteer work, extra-curricular activities and any other activities in which you will be involved) Include exact times you are involved in these activities.

4. How would you contribute to the student-centered service Residence Life and Housing strives to provide? Describe a situation in which you contributed to a positive resolution for a disgruntled student/customer.

For a detailed description of each position, please refer to our website:  wfu.edu/housing

Please return the completed application to Residence Life and Housing, Benson 101 by Wednesday, March 21, 2012 by 5 p.m.
Summer Resident Adviser Assistantship Recommendation Form

Candidate Application: (to be completed by the candidate & given to your recommender)

Name: ___________________________ Date: ___________________________

Last First Middle

Wake Forest Student Identification Number: ___________________________ E-mail address: ___________________________

To the Evaluator: The above named student has applied for a summer position with Residence Life and Housing. Please be as candid as possible in providing information that will assist us in evaluating this candidate’s strengths and limitations. Please return this form Residence Life and Housing, 101 Benson University Center. Please return the completed application by the published deadline.

How well do you know the applicant? (Check all that apply)

There has been frequent contact for at least several months.

There has been occasional contact for at least several months.

There has been little contact with the individual.

I am the candidate’s Graduate Hall Director

Using the following scale, please rate the applicant in each category:

5 = Excellent Candidate exceeds RL&H expectations; previous experience and demonstrated competency.
4 = Good Candidate meets qualifications and in some cases exceeds basic requirements.
3 = Average Candidate meets qualifications for the Summer Assistantship position.
2 = Fair Candidate does not meet all requirements; however is open to training.
1 = Poor Candidate is unable to demonstrate skills necessary to adequately perform.

Please utilize the comment area and be as detailed as possible, providing examples or additional information you have witnessed. Ratings only do not provide a clear picture of a candidate’s potential. This portion is critical in gaining an overall image of the candidate.

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<th>Administration</th>
<th>Comments</th>
<th>Rating</th>
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<td>Punctuality</td>
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<td>Attention to detail</td>
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<td>Reliability</td>
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<td>Written communication skills</td>
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<td>Overall administrative skills and abilities</td>
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<td>Willingness/Ability to complete manual labor (ie: changing bed linens, moving boxes, arranging furniture, etc.)</td>
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<td>Additional Comments</td>
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### Role Modeling and Work Ethic

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<td>Responsible</td>
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<td>Trustworthy</td>
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<td>Flexible</td>
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<td>General attitude</td>
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<td>Teamwork ability</td>
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<td>Additional Comments</td>
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### Overall Job Skills and Abilities

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<td>Knowledge of WFU and its resources</td>
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<td>Creativity</td>
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<td>Maturity</td>
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<td>Interpersonal Skills</td>
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<td>Additional Comments</td>
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### Additional Information:

Please provide a rationale for why this candidate should be selected for the position for which s/he is applying. Please include any additional information that you would like us to consider regarding this candidate.

### Overall Recommendation (please check one):

- [ ] Excellent Candidate (select)
- [ ] Good Candidate (should be considered)
- [ ] Fair Candidate (consider with reservations)
- [ ] Poor Candidate (do not select)

Evaluator’s Name (please print): ___________________________ Date: __________
Evaluator’s Signature: ___________________________ 
Relationship to Candidate: ___________________________ 

Thank you for the time and effort you have put into completing this recommendation form.

Please return the completed recommendation to Residence Life and Housing, Benson 101 by Wednesday, March 21, 2012 by 5 p.m.