

## Resident Assistant Selection Process

Thank you for your interest in the Student Residential Assistant (**SRA**) position. To be considered, all applicants must participate in a three-step application process.

- **Step 1:**

- Complete the financial aid process for the upcoming school year
- Complete and submit Student Residential Assistant application form, along with your resume and two references.
- Submit three letters of recommendation.
  - One letter coming from a former Federal Work-study supervisor.

- **Step 2:**

Participate in a panel interview. If you are selected for an interview, you will be notified within 5–10 business days after you submit the application.

- **Step 3:**

Pass a reference check.

Completed application forms may be submitted to the Residence Life Office in the Zee A. Barron Student Union, 1<sup>st</sup> Floor, or e-mailed to: ***fjones@coahomacc.edu***. (Please include the title “Resident Assistant Application” in the subject of your e-mail.)

If you have any questions, please contact Fitzgerald Jones at:

***fjones@coahomacc.edu***; Eugene Polite at: ***epolite@coahomacc.edu***, ***Dian Thomas*** at ***dthomas@coahomacc.edu***, or Felecia Johnson at ***fjohnson@coahomacc.edu***.

## **Student Resident Assistant Selection Process**

Please submit your current resume and references along with this form.

### **Applicant Information**

Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Last First Middle Initial

Student ID Number: \_\_\_\_\_ Gender (please circle): F M

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ E-mail Address: \_\_\_\_\_  
Month Day Year

Current Address: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

City State Zip Code Cell Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(If Different From Above)

City State Zip Code

Present Academic Classification (i.e., Freshman, Sophomore, etc.): \_\_\_\_\_

Major: \_\_\_\_\_ Completed Credit Hours: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**Completed FAFSA Application for upcoming year:** Yes or No

### **Employment Information**

Indicate past employment positions, including all employment at Coahoma Community College (please do not write "see resume"):

Places of Employment:	Dates of Employment:	Position Held:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Community Service and Extracurricular Activities

Please indicate any organizations and activities that you have been involved in and any leadership positions held:

Organization/Activity:	Dates/Years Involved:	Leadership Position:
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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## Reference Process

The residential director requires that each applicant provide at least two references. An appropriate reference is an independent individual (not a family member) who can provide an objective assessment of the applicant's background and capabilities with respect to the job position. At least one reference must be from a nonacademic source; a person who has been a direct supervisor of the applicant. Enrollment and Student Services Residence Life also reserves the right to solicit additional references relative to your application. After the application has been completed and returned to Residence Life, it becomes the exclusive property of Coahoma Community College. Applications are classified as personnel materials and are subject to complete confidentiality.

By submitting this application, you acknowledge that you have read and understand the duties and responsibilities of the position, including but not limited to duty requirements (specific to dormitory life) and mandatory training dates. Acceptance of the position mandates that you commit to work exclusively for Enrollment and Student Services- Residence Life for either four or seven weeks (depending on individual contracts).

## Please sign below after reading the following statement:

The information I have furnished on this application is true and correct, to the best of my knowledge. I acknowledge that intentional falsification of statements on this application will result in my disqualification as an applicant for a position in Enrollment and Student Services- Residence Life.

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**Signature of Applicant**

**Date**

All questions regarding the SRA selection process should be directed to Enrollment and Student Services- Residence Life by calling Fitzgerald Jones at **662-621-4039**, Eugene Polite at: **662-621-8485**, Dian Thomas at **662-621-4045**, or Felecia Johnson at **662-621-4067**.

*Coahoma Community College is an equal opportunity employer.*