



Residence Life  
255 Saint Botolph Street, Room 112  
Boston, MA 02115

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### Returning Resident Assistant Application 2018-2019

Applications are due by 5:00pm on Wednesday, March 28, 2018. Completed applications should be emailed to Perry Doherty, Resident Director, at [perry.doherty@necmusic.edu](mailto:perry.doherty@necmusic.edu). Please save your application as a PDF and attach it to your email. Only complete submissions submitted via email by the deadline will be considered.

#### General Information

First Name: Last Name:  
Preferred Name: NEC ID: P000  
Gender Identity: Email Address: @necmusic.edu

*\*All official correspondence regarding resident assistant selection will be emailed to your NEC email address.*

Local Address:  
Permanent Address:

#### Academic Information

**Information provided in this section will be verified by the Office of Student Services.**

Major: Minor (if applicable):  
Cumulative GPA (Fall 2017): Year of Graduation:  
Current Class Standing (Please check one box.): **U1 U2 U3 U4 G1 G2 GD DMA**

Are you currently in good academic standing with NEC? (Please check one box.) **Yes No**

If no, please give a brief overview:

## Cover Letter & Resume

Please provide a current resume and cover letter. Your cover letter should highlight why you are interested in the position and what skills you have to offer. Your resume should include current and up-to-date information about your previous job and volunteer experience and extracurricular activities that may help you in this position. Visit Entrepreneurial Musicianship if you need assistance with resume building and your cover letter: <https://necmusic.edu/em>

Please submit your cover letter and resume as one PDF.

## Short Answer Questions

**Please answer the three questions below. Your answers should be in essay format (300 words or less) using complete sentences with correct grammar and spelling. Please submit your answers to these questions as a PDF.**

1. How has your role as an RA impacted your personal development?
2. Returning Residence Life staff members are often mentors for new staff members. What skills or advice could you offer that would be valuable to a first-time RA?
3. What steps do you take to build an inclusive community on your floor? How do you support residents whose background, experiences and identities are different from your own?

## Presentation & Individual Interview

Individual interviews will take place on Friday, April 13, Monday, April 16 and Tuesday, April 17. You will receive an email in April with specific instructions for scheduling your individual interview.

At the beginning of your individual interview, you are required to give a 10-minute presentation that relates to some aspect of your work as a resident assistant (programming, duty, building community, etc.) Your presentation must include one type of visual aid such as a PowerPoint or Prezi presentation, a poster board or handout. At the end of your presentation you should be prepared to answer 2 to 3 questions about your presentation.

Your individual interview will follow your presentation. Your presentation and individual interview will be about 45 minutes combined.

Prior to your presentation, Perry Doherty will contact you to ask whether or not you will need access to a laptop and projector.

## Confirmation

I read and understand the Resident Assistant Position Description. *(Please initial.)*

I certify that all the information that I have provided in my Returning Resident Assistant Application, including on this form, in my cover letter and resume, in my short answer responses is accurate and true. I understand that if I am found to have provided inaccurate or untrue information at any time during the resident assistant selection process I would be removed from the process immediately and no longer considered for a resident assistant position or any other Residence Life position.

Applicant Signature:

Date:

*After your completed application (completed form, short answer responses, cover letter, and resume) are received you will receive a confirmation email from Perry Doherty. If you believe that you have submitted all of the required materials and have not yet received a confirmation email, please email Perry at [perry.doherty@necmusic.edu](mailto:perry.doherty@necmusic.edu).*