New Residence Life Staff Application 2021-2022

Applications will be accepted until all positions are filled. Priority review is given to completed applications submitted by Friday, February 12th at 11:59pm ET. Completed applications should be emailed to Steven C. Sweat, Director of Residence Life and Housing, at steven.sweat@necmusic.edu. Please save your application as a PDF and attach it to your email. Only complete applications submitted via email will receive priority.

With the unpredictability of the COVID-19 global pandemic, it is expected that if the Residence Hall must close during the academic year, the RA staff will continue their roles and responsibilities virtually from off campus. On-going social interactions and engagement would be conducted virtually via Microsoft Teams, Zoom, social media, or other electronic means supported by Student Services and the Conservatory. RA expectations and compensation will be reassessed and adjusted as needed after the closing of the Residence Hall. Further, for those interested in the Summer Housing Assistant (SHA) position, details and updates regarding SHA recruitment and selection will be shared at a later date.

| General Information
| First Name: | Last Name: |
| Preferred Name: | NEC ID: 000 |
| Gender Identity: | NEC Email Address*: @necmusic.edu |

*All official correspondence regarding Residence Life staff selection will be emailed to your NEC email address.

Local Address:

Have you ever lived in the Residence Hall at NEC? (Please check one.) Yes No

If yes, for how many semesters?

Have you ever lived on campus at another college and/or university? (Please check one.) Yes No

If yes, where and for how many semesters?

I am interested in living on (check all that apply): ☐ a gender-inclusive floor* ☐ a co-ed floor^ ☐ male-only floor ☐ female only floor ☐ no preference

*On a gender-inclusive floor any student can live in the same room as any other student regardless of their gender identity/expressions and all residents share community bathrooms.

^On a co-ed floor students of the same gender identity live with a roommate of the same gender identity. There is one male bathroom for male residents and one female bathroom for female residents.
**Academic & Student Conduct Information**

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

<table>
<thead>
<tr>
<th>Major:</th>
<th>Minor (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA:</td>
<td>Expected Year of Graduation:</td>
</tr>
<tr>
<td>Current Class Standing (*Please check one.):</td>
<td>U1 U2 U3 U4 UD G1 G2 GD DMA</td>
</tr>
<tr>
<td>Are you currently in good academic standing with NEC? (<em>Please check one)</em>:</td>
<td>Yes No</td>
</tr>
</tbody>
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If no, please give a brief overview:

| Are you currently in good student conduct standing with NEC? (*Please check one)*: | Yes No |

If no, please give a brief overview:

**Short Answer Questions**

*Please answer the questions below for the positions to which you would like to apply. If there are duplicate questions for positions for which you are applying, you are only required to answer each question once.*

*Your answers should be in essay format (300 words or less for the entire essay). Please submit your answers to these questions as a PDF.*

**Resident Assistant:**

1. In your opinion, what are the three most important responsibilities of an RA?

2. RAs are responsible for planning educational and social programs for their residents. If you had an unlimited budget, describe one program you would plan. If you have no money at all, describe one program you would plan.

3. What steps would you take to build an inclusive community on your floor? What steps would you take to support a diverse group of residents?
Recommendations

All applicants must ask two (2) people to complete recommendation forms which are available online at http://necmusic.edu/residence-life-staff-selection. One recommendation should be from a New England Conservatory staff or faculty member. Family members and other NEC students, including current RAs or GAs, should not submit recommendations on your behalf. Please refer to the Recommendation Form for specific instructions about how to submit recommendations.

Regardless of the number of positions to which you apply, please submit only two recommendations. Please indicate all positions for which you are applying on your Recommendation Form.

Recommender #1
First Name: ____________________________ Last Name: ____________________________
Relationship to Applicant: ____________________________ How long have you known your recommender?

Recommender #2
First Name: ____________________________ Last Name: ____________________________
Relationship to Applicant: ____________________________ How long have you known your recommender?

Confirmation

I read and understand the position description for the Residence Life staff position(s) for which I am applying. Please initial: ______

I certify that all the information that I have provided in my application, including on this form, in my cover letter and resume, in my short answer responses, and on my recommendation forms is accurate and true. I understand that if I am found to have provided inaccurate or untrue information at any time during the Residence Life staff selection process I will be removed from the process immediately and no longer considered for any Residence Life position.

Applicant Signature: ____________________________ Date: ____________________________

After your completed application (completed form, short answer responses, cover letter, resume, and recommendations) are received you will receive a confirmation email from Steven C. Sweat, Director of Residence Life and Housing. If you believe that you have submitted all of the required materials and have not yet received a confirmation email, please email the Director at steven.sweat@necmusic.edu.