



# Application for Student Employment

**About the Department of Residence Life:** The Department of Residence Life is committed to the educational mission of Baker University. We support individual uniqueness, promote personal well-being, and instill integrity through the establishment of safe, purposeful environments and the intentional development of transformative experiences.

## Minimum Qualifications:

- Demonstrate effective leadership skills in supporting the mission, policies, and values of Baker University
- Employ effective interpersonal communication, decision-making, and collaboration skills
- Lead and assist others in a team environment
- Maintain at least a 2.5 cumulative GPA
- Retain minimal conduct record
- Maintain timely communication and commitments with students, supervisors, and colleagues
- Ability to attend training and fulfill job requirements during some holidays and non-school days as needed by position

**Please print clearly or type**

Name: \_\_\_\_\_  
Last First M.I.

Baker email: \_\_\_\_\_@stu.bakeru.edu Cell phone: \_\_\_\_\_

Current class standing: ☐ SR ☐ JR ☐ SO ☐ FR Average credit load per semester: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Major/Minor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Current hall/room (address if off campus): \_\_\_\_\_

Permanent address (if different): \_\_\_\_\_

**Available Positions (check all that you wish to apply):**

☐ Assistant Hall Director (ResLife Exp. Req'd)

☐ Resident Assistant

**What is your building preference(s)? Please rank 1-4, 1 being the strongest preference (placement NOT guaranteed).**

\_\_\_Gessner

\_\_\_Irwin

\_\_\_NLC

\_\_\_Apartments (AHD applicants only)

**Are you available to work on evenings & weekends?** ☐ YES ☐ NO

**Do you currently participate in co-curricular activities (Including NAIA sports)?** ☐ YES ☐ NO

If yes, list organization(s), position(s), and average weekly time commitment: \_\_\_\_\_

**Will you participate in any of these programs: Study Abroad, Student Teaching, Internship, Clinicals?** ☐ YES ☐ NO

If yes, list program and what semester: \_\_\_\_\_

**Are you employed off campus or with any departments on campus?** ☐ YES ☐ NO

If yes, list employer(s) and average weekly time commitment: \_\_\_\_\_

Cover letter & Resume – Please attach a cover letter & professional resume that outlines:

1. Skills you have, classes you have taken, awards received that relate to this position.
2. How would this position help you in your future career goals? Why do you want the position you are applying for?

Need help with your resume? Contact Gary Handy in NLC 204 or [ghandy@bakerU.edu](mailto:ghandy@bakerU.edu) for help!

Please indicate two professional references (non-relative) that have firsthand knowledge of your campus involvement and/or work experience; one must be a Baker University employee.

Name	Email address	Phone
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Name	Email address	Phone
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I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge. I have read the position description, understand it, and if appointed as a Residence Life student staff member, agree to adhere to the expectations and conditions of appointment. By signing this application, I give the Department of Residence Life and the search committee permission to confirm my GPA, conduct, and enrollment records and authorize the use of the information on this application by interview committees in the selection process. I also understand that evaluation forms used by members of the selection committees are confidential and I waive my right of access to view these forms. I also understand that if I am offered and accept an appointment, I agree to serve as a Residence Life student staff member for the entire academic year.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### **Next Steps:**

**1) Turn in this application, resume, and cover letter to NLC 101 by Oct 29 by 5pm.**

**2) Sign up for a group interview time at <https://bit.ly/3meKal7> or scan this QR code:**



### ***Questions?***

***Contact Residence Life at [reslife@bakerU.edu](mailto:reslife@bakerU.edu)***