



## Residence Life Staff Application Packet

### Eligibility Requirements:

The following are requirements pertaining to student status for part-time, live-in residence life staff members:

- To be eligible for a Residence Life position the staff member must be a student of good standing (not on academic/conduct probation or dropped) at the University of Wisconsin-Madison, Madison College, or Edgewood College.
- Residence Life staff must have completed at least 2 semesters of college post high school graduation.
- Undergraduate students must be enrolled as full-time students at the institution in which they are enrolled or for at least twelve (12) credits; graduate students must be enrolled as a student for at least eight (8) credits.
- Residence Life staff members shall not register for more than 15 credits per semester unless prior approval is obtained from the Regional Manager.
- Residence Life staff members must have a GPA of at least 3.0 prior to being offered a position and must maintain at least a 3.0 after receiving an offer and for the duration of the agreement.
- Residence Life staff members must provide Steve Brown Apartments proof of course enrollment at the beginning of each semester and proof of tuition and final grades at the end of each semester.
- All candidates must be able to fulfill all requirements of the Residence Life position. It is also mandatory that all Resident Assistants be on-site for the following dates:

August 14-18, 2023	Staff Training
August 28, 2023	Early Move-in
September 3, 2023	Move-in
October 27-29, 2023	Halloween Weekend
January 19-20, 2024	Staff Training
May 11-17, 2024	Hall Close/Move-Out Obligations

### Non-Academic Limitations:

- Outside time commitments, such as other employment or participation in extra-curricular activities, should not exceed a combined total of 20 hours per week.

### Housing Status:

- To maintain the integrity of the program and Steve Brown Apartments, Residence Life staff members must be a live-in resident of Lucky Apartments.
- Residence Life Staff members are provided housing accommodations in the community/building in which they work. Housing accommodations are made for the convenience of, and at the sole discretion of Steve Brown Apartments and are subject to change prior to or during the term of agreement.

## Application Packet Checklist:

- Include a cover letter that clearly highlights why you are qualified to be a Resident Assistant and what you would bring to the program.
- Complete the Residence Life Application.
- This application and all necessary materials must be turned in electronically, in-person, or arrive at our Lucky office by mail, **no later than 5:00pm on Wednesday, February 8th, 2023**. First round of group interview invitations will be sent out in early February.
- The names, addresses and phone numbers of three references must be provided on this application. Of the three references, one should come from a student affair's professional, student organization advisor, or workplace supervisor.
- Include your typed essay response on an additional sheet(s).
- Enclose a current, transcript from each university or college you have attended.

*Application materials may be mailed to: Steve Brown Apartments, c/o Human Resources, 120 West Gorham St., Madison, WI 537035 or emailed to [hr@stevebrownapts.com](mailto:hr@stevebrownapts.com).*

## Essay Question:

Please answer the question listed below using 500 words or less. Your answer should be typed on a separate page and attached to your application. BE CREATIVE!

*How have the experiences you've had as a college student shaped your desire and ability to be a successful Resident Assistant; and what, do you feel, is the most important role a Resident Assistant plays in facilitating a successful first-year experience for residents?*

## Equal Opportunity Employer:

Steve Brown Apartments is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person based on race, color, creed, religion, national origin, sex, age, and disability, sexual orientation or veteran status. We will afford reasonable accommodation that does not cause undue hardship to qualified applicants and employees with a known disability or for an employee's beliefs.

After your application and supporting documents have been submitted, they become the property of Steve Brown Apartments. Applications are classified as personnel materials and are subject to complete confidentiality.

## Certification:

To the best of my knowledge, the information that I have furnished on this application and in all supporting documents is true and correct. I realize that intentional falsification of statements on this application will subject me to disqualification from the Residence Life Staff selection process and, if hired, to immediate dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_