*Application Packet for the*

2018-2019

Academic Year

Community

Advisor

Applications due to the Office of Student Life by:

**Monday, February 19, 2018 by 12:00 PM**

**Carroll College**

**1601 N. Benton Ave.**

**Helena, Montana 59625**

****

**2018 – 2019 Community Advisor APPLICATION**

**The information to be provided on the following pages will be essential in your overall evaluation as a candidate for Community Living Staff.**

**General Description**

Community Advisors (CA) are responsible for administrative duties, conduct, and community development.

**Requirements**

To be considered for selection as a Community Advisor you must:

* Be familiar with the programs and facilities at Carroll College and the surrounding community.
* Have a grade point average of at least 2.5/4.0 at Carroll College.
* Completed the equivalent of two semesters of post-secondary education by end of spring semester.
* Be enrolled as a student at Carroll College with a maximum of 18 credits per semester and a minimum of 12 credits per semester. More credits may be taken with the permission of the Supervising Assistant Director and the Director of Community Living.

**Compensation**

Community Advisors will receive a room and stipend for the 2018-2019 academic year. ***Please be aware that the CA compensation may affect your current scholarships or financial aid and it is YOUR responsibility to check with financial aid prior to accepting the position, if offered.***  Failure to meet the terms of the CA contract can result in termination and loss of all compensation.

### Community Advisor Selection Timeline

**Tuesday, January 16th**: Applications are available

**Monday, February 19th**: Applications are due by 12:00 PM to Assistant Director of Community Living Michael Ames at [mames@carroll.edu](mailto:mames@carroll.edu) or to the Student Life Office (O’Connell 208)

**Tuesday, February 20th:** Interview times emailed to Applicants

**Saturday, February 24th:** Interview Day (Group Process and Individual Interviews)

**Monday, February 26th:** : Positions offered (via Email Letter)

**Wednesday, February 28th :**: Statements of acceptance/commitment due by 5:00pm

**Community Advisor Info/Q&A Session:**

***(CA candidates are strongly encouraged to attend one CA Info/Q&A session*)**

Tuesday, February 13th 1:00 – 2:00pm – Trinity Lounge

Thursday, February 15th 1:00 – 2:00 pm – Maronick Board Room (Upper Cube)

**Communication: Email**

The primary means of communication throughout this process will be through your Carroll **e-mail** address. Thus, it is of the utmost importance that all applicants check their Carroll e-mail account regularly.

**Requirements, if selected as a CA**

All CAs are required to attend spring and fall training. A 2018-2019 CA meeting will be on Tuesday, April 17th, 2018 in the Trinity Lounge. Fall CA training starts August 9th, 2018 and goes through opening of the halls. CAs are expected to be at all training sessions. Spring CA training starts January 12, 2019 and goes through the opening of the halls.

CA Application

**Please complete all fields**: Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name First Name Middle Initial Student ID #

Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hall/Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@carroll.edu

Mailbox #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address if currently off-campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year at Carroll: 4th year or above 3rd year 2nd year 1st year T-shirt size\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Semester GPA: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please choose one of the following:

**\_\_\_\_\_ I am applying for a CA position for the 2018-2019 academic year.**

*If applying for the position, but not available for the whole year please explain:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL DATA**

1. Will you be student teaching, in an internship or holding an outside job for the Academic Year 2018-2019? Yes No

If Yes, Please specify where and when you would be involved for the commitment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Total semesters lived in the residence halls by the end of Spring 2018. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. List all activities/leadership positions in which you have participated in during college (or high school if you have no applicable college experience) and list your prior work experience (or attach a resume with this information to the application.

a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. List all extracurricular commitments you hope to keep and/or add next year and approximate weekly time commitment (e.g. sports, theater, internships, music, student teaching, work hours, student organizations, etc.).

a.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essay Questions**

Please answer the following questions in a typed format and submit them with the application.

1. Tell us what skills and attributes you bring to the Community Advisor position and what skills and experiences you want to gain from the position.
2. Describe your experience working with people who are different from yourself, perhaps as a student leader or with a peer group. How might this translate to the Community Advisor position?
3. Describe the best floor/building program you have attended. What went well and what could have been improved?

**Letter to Future Residents**

Please compose a letter to incoming residents. Your letter should not be longer than one page. The introduction letter to your future residents welcoming them to the community should include:

* An introduction of yourself
* An explanation of your role as an RA
* The attitudes, behaviors, and relationships you hope to see develop in your community
* Other information to welcome residents to the community.

**REFERENCES**

Please list two people you have asked to prepare references. The first must be a College employee (but cannot be Community Living Staff). The second reference should be a professional (non-student) either within or from outside the College who can highlight your ability to relate to others. Applications WILL NOT be considered complete until these references are received. Completed references can be emailed directly to Assistant Director of Community Living Michael Ames at [mames@carroll.edu](mailto:mames@carroll.edu).

**Reference 1:** Carroll College Employee:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference 2:** Professional within or from outside the College:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Community Advisor**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE**

I have read and understand the position requirements.

My signature authorizes the Community Living Office to verify application information including contact with other campus offices, confirmation of references, and use of electronic records.

The information on this application is true and correct to the best of my knowledge. I understand that submitting any false information on the application materials could void my application.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Advisor Candidate Reference Form**

The purpose of this form is to assist the selection committee in evaluating applicants for the Community Advisor position. The primary responsibility of the position is facilitating community development among a group of residential students. Characteristics such as approachability, consistent role model behavior and a genuine concern for others are crucial to success in this position. Your candid evaluation of the applicant, based upon your experience with her/him, serves as an important part of the selection process. Please complete the form as completely and honestly as possible. If you are unable to answer a question, please write “N/A.” Please return the form to the Carroll College Student Life Office by Monday February 5th, 2018. Fax (406) 447-4533 or Mail: C/O Michael Ames, Community Advisor Search, 1601 N Benton Ave, Helena, MT 59625.

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Perceptions of Applicant – please check your perceptions of the applicant.

|  |  |
| --- | --- |
| 1. Responsibility   * Excellent diligently follows through on tasks * Good follows through on tasks * Average usually follows through on tasks * Poor follows through when convenient   2. Work Ethic   * Excellent puts forth the extra effort * Good will put in a fair day’s work * Average works enough to get by * Poor works below minimum expected   3. Leadership   * Excellent a leader of leaders * Good contributes positively * Average usually well balanced * Poor \_\_ passive; \_\_ negative influence   4. Attitude   * Excellent consistently has positive attitude * Good usually displays positive attitude * Average occasionally has negative attitude * Poor frequently has negative attitude   5. Judgment   * Excellent consistently makes wise decisions * Good makes good decisions * Average makes fair decisions * Poor \_\_ hasty decisions; \_\_ indecisive   6. Cooperation   * Excellent always willing to help others * Good generally concerned for others * Average cooperates when convenient * Poor difficult to work with | 7. Integrity   * Excellent consistently trustworthy * Good generally honest and true * Average may stretch the truth * Poor questionable   8. Communication   * Excellent articulates in all groups * Good usually gets thoughts across * Average hesitant to communicate * Poor difficulty articulating thoughts   9. Initiative   * Excellent will look for things to do * Good will do what needs to be done * Average will do the obvious * Poor needs to be told what to do   10. Motivation   * Excellent highly self-motivated * Good effectively motivated * Average usually purposeful * Poor purposeless   11. Time Management   * Excellent balances all commitments * Good generally balances commitments * Average difficulty balancing commitments * Poor unable to balance commitments   12. Team Participation   * Excellent outstanding group member * Good contributes positively in a group * Average usually contributes positively * Poor difficulty working in a group |

In what capacity and for how long have you known this applicant?

What impresses you about this applicant?

What factors might limit the candidate’s performance in the Community Advisor position?

Any additional information about the candidate you would like us to know about?

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

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_