



UNIVERSITY OF MIAMI

DEPARTMENT of HOUSING & RESIDENTIAL LIFE

HRL Student Staff Application - Stipend Positions (Sample)

Welcome to the University of Miami Housing and Residential Life Student Live-On Position Application

You will have the option to choose between our **Resident Assistant** and **First Year Fellow** Programs for the 2023-2024 academic year.

More information on our positions can be found at miami.edu/housing/employment.

The deadline to complete this Application is Thursday, Jan. 19, 2023 at 11:59pm. You will be prompted to submit job history or a resume, if applicable. You will also be prompted to submit contact information for references. No letters are required.

Upon completion of the application you will automatically receive information on next steps which is to **complete an individual interview within three(3) days**.

Terms of employment:

Fall 2023: Saturday, August 5, 2023 by 5:00 pm through Sunday, December 17, 2023 at 5:00pm

Spring 2024: Saturday, January 6, 2024 by 5:00 pm through Tuesday, May 21, 2024 at 5:00 pm

Dates subject to change based on academic calendar

Training dates are mandatory each semester and begin on the start date of terms of employment. Fall training is two weeks before housing opens and Spring training is one week before housing opens. Training will also include online modules that will require completion before your arrival to campus.

General Information

Preferred First Name:

Pronouns: (Optional)

Cell phone number(XXX-XXX-XXXX):

Where do you currently live?

How did you hear about the HRL hourly positions? Select all that apply.

Have you been previously or are you currently employed by Housing and Residential Life?

You have selected you have been previously or you are currently employed by Housing and Residential Life. Please specify in what position(s)?

Educational Summary

Current Class Standing

Anticipated Graduation Term/Year:

Please note this is an academic year position and you must be available both Fall '23 and Spring '24 semesters.

University of Miami Major(s):

University of Miami Minor(s):

Fall 2022 GPA(if you are completing before you receive GPA, put Spring 2022 GPA or N/A for first years):

Cumulative GPA (minimum 2.75 required for RA application and position):

Anticipated number of completed credits (Fall/Spring only) at UM as of May 2023:

Please list any additional requirements of your academic program that you possibly will be pursuing during the 2023-2024 Academic Year(i.e. student teaching, internship/practicum, music ensembles, theater productions)and detail what that commitment may include.

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Employment Information

Are you currently serving any disciplinary probation or have you been assessed any disciplinary sanctions by the University of Miami? If No, write "No" in the box below. If yes, please write "Yes" and explain in full detail in the box below. (Please note that indicating you are not in good disciplinary standing with the University does not immediately disqualify you from consideration; however, providing an untruthful answer will result in immediate disqualification of your application for consideration).

Campus Involvement

Please list any additional anticipated time commitments for the upcoming academic year (classes, student organizations, clubs, athletics, band, etc.):

Do you have another job on campus?

What is your overall total hours of involvement per week:

Which Position(s) would you like to apply for?

You have selected to apply for the First Year Fellow position.

This application is for First Year Fellow positions in Mahoney, Pearson, and Stanford Residential Colleges.

First Year Fellows (FYFs) are live-in student leaders who serve the first-year Residential Colleges, Mahoney, Pearson, and Stanford. FYFs support students with their academic transition to college, assist with general academic planning and advising questions, connect students to campus resources, and serve as an academic peer mentor. In addition, FYFs are first-year student specialists, aiding students through their first-year in college by participating in various departmental initiatives, and hosting first year experience programming.

Please note: Upon completion of this application, you will automatically receive an email with information on completing an individual interview.



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To be eligible to be an FYF you must meet all of the following conditions: You must have completed 2 full-academic semesters at the University of Miami by the time of position start. This includes Fall and Spring semesters only. You must be a full-time undergraduate student. You must have a minimum 3.0 cumulative GPA at the time of application and maintain at least a 3.0 for the duration of your time as an FYF. You must currently be in good standing with the Office of Dean of Students. Your conduct history will be taken into consideration. As an FYF you are prohibited from participating in any of the following campus activities for the entire duration of your time employed as an FYF since the time commitments conflict with the FYF position requirements: Student Government President, NCAA Athletics, and Orientation Staff. As an FYF, you are prohibited from holding a second HRL student staff position while employed as an FYF since the time commitments conflict with the FYF position requirements. Attendance is required at the Student Staff Kick-Off event, April 2023. Mandatory training and start dates will be shared before the interview weekend based on the UM Academic Fall calendar.

Based on your class schedule are you available to work Tuesday nights from 6:30-10:00pm?

The following is a set of short response questions. Please respond in 250 words or less.

What strategies would you employ as an FYF to build an academically engaged community in the first year Residential Colleges?

What do you believe is the most important aspect of a student's first year in college? What would you do as an FYF to support your students with this aspect during their first year?

Anything additional you would like to note in your First Year Fellow application?

You have selected to apply for the Resident Assistant position.

This application is for RA positions in Residential Colleges Eaton, Mahoney, Pearson, and Stanford or in our Apartment style housing in Lakeside Village and University Village.

Resident Assistants(RAs) are live-in student leaders who serve in our Residential Colleges Eaton, Mahoney, Pearson, and Stanford or in our Apartment style housing in Lakeside Village and University Village. They provide support, continuing experiences, and engagement for on-campus students that promotes community and success at the University and beyond.

Please note: Upon completion of this application, you will automatically receive information on completing an individual interview which must be completed within **three(3) days** of receiving the email.

To be eligible to be an RA position you must meet all of the following conditions: You must have completed 2 full-academic semesters at the University of Miami by the time of position start. This includes Fall and Spring semesters only. You must be a full-time undergraduate student. You must have a minimum 2.75 cumulative GPA at the time of application and maintain at least a 2.75 for the duration of your time as an RA. You must currently be in good standing with the Office of Dean of Students. Your conduct history will be taken into consideration. As an RA you are prohibited from participating in any of the following campus activities for the entire duration of your time employed as an RA since the time commitments conflict with the RA position requirements: Student Government President, NCAA Athletics, and Orientation Staff. Attendance is required at the Student Staff Kick-Off event, April 2023.



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Mandatory training and start dates will be shared before the interview weekend based on the UM Academic Fall calendar.

Based on your class schedule are you available to work Tuesday nights from 7:00-10:00pm?

In the RA position, you will be placed in one of the following three types of communities. Please indicate below if you have a preference on which type of community you believe you would work best with in regards to connecting and building community. You will rank the communities from 1-4 below. This is a preference and not a guarantee.

_____ Community Style (Stanford Residential College) (1)

_____ Suite Style (Eaton, Mahoney and Pearson Residential College) (2)

_____ Apartment Style (Lakeside and University Village) (3)

_____ No preference (4)

Note if you have any information to share regarding your preferences listed above:

The following is a set of short response questions. Please respond in 250 words or less.

What does a welcoming and supportive community look like to you and why is it important?

What are you passionate about as an individual? How do you incorporate that passion into your lifestyle?

Do you have any work experience you would like to add?

You can manually input work experience or upload a resume towards the end of this application.

Work Experience

Company Name:

Job Title:

Dates of employment: (ex. 01/12/2016-10/03/2016)

Employer Contact Phone Number:

Do you have additional work experience to add?

References

Please list 2-3 professional and personal references. One may include a current HRL student staff member if applicable.

Reference Name #1:

Reference phone number #1:

Reference email #1:

Reference Name #2:

Reference phone number #2:

Reference email #2:

Reference Name #3:

Reference phone number #3:

Reference email #3:

Resume Upload (optional)