



**Abraham Baldwin Agricultural College
Office of Student Life & Housing**

Community Assistant Application

Thank you for your interest in a Community Assistant position at Abraham Baldwin Agricultural College. The CA is a vital part of a team devoted to achieving the objectives of the Student Life and Housing program at Abraham Baldwin Agricultural College. The duties of the CA are many and varied, requiring about ten hours per week, three weekends a semester, and two week nights each month. Applicants are expected to maintain appropriate and professional online community profiles and pages, including Facebook and MySpace – CAs are required to be a positive representation of the college.

The main qualifications for the position are:

- An honest desire to be of service to your fellow residents and to support Student Life and Housing policies
- A GPA of 2.5 or above
- Willingness to operate as a "Team" member
- The time to devote to the position.

As a part of the Student Life & Housing staff, your compensation package will consist of: a free apartment, a stipend, leadership experience, team building, crisis management training, time management, conflict mediation, diversity training, and invaluable leadership experience you can add to your resume'.

If, after considering the above outline and attached job description of the position, you feel that you would like to join this select group, please fill out the attached questionnaire and return it to the Student Life & Housing Office by.



**ABAC Office of Student Life and Housing
Abraham Baldwin Agricultural College
Tifton, GA 31793
229-391-5140**

**(AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER)
COMMUNITY ASSISTANT EMPLOYMENT APPLICATION**

PLEASE TYPE OR PRINT LEGIBLY. RETURN THE COMPLETED APPLICATION AND REFERENCES TO THE STUDENT LIFE AND HOUSING OFFICE, JOHN HUNT TOWN CENTER.

GENERAL INFORMATION

Date: _____ 20____

Applicant Name: _____

Gender: _____ Email Address: _____

Mailing Address: _____ Apt # _____

City: _____ State: _____ Zip: _____

Permanent Telephone: _____ Student ID Number: 9 - 1 - 8 - - - - -

Are you living in ABAC housing?: Yes___ No___ When is the earliest you can start ___ Summer¹¹ ___ Fall ¹¹

Cell Phone/Best Number to Reach You: _____

ACADEMIC INFORMATION

Academic Major/Minor: _____ Classification (circle one) FR SO JR SR

Does your academic program include an internship, student teaching, or field placement? ___Yes ___No

Expected Date of Graduation (month/year): _____ Number of credits completed at time of application: _____

Previous Semester GPA: _____ Cumulative GPA _____ (2.5 is required for both for selection)

In which residence halls have you lived at ABAC? (Including current)

_____ (year and term) _____

_____ (year and term) _____

Have you attended another college/university besides ABAC? List college, if you lived on campus and for how long?

College _____ Year(s) _____ Did you live on Campus (# of Yrs) _____

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EXTRA-CURRICULAR INFORMATION

List any extracurricular activities that you have been involved in while a student at ABAC that would benefit this position. Include any student organizations, residence hall involvement, service work, etc.

Activity (office held, if any)	Semester and Year
_____	_____
_____	_____
_____	_____
_____	_____

List any special talents, interests, and/or hobbies.

Information

1. Would you be available for work both Fall and Spring semester (if applicable)? Yes ___ No ___
Comments: _____

2. Have you ever held a CA or similar position (camp counselor, scout leader, etc.)?
Yes ___ No ___ When: _____ Where: _____
Comments: _____

3. Have you had any special training or classes, which would be of benefit to you in this position (first aid, lifesaving, CPR, Contact, etc.)?
List: _____

5. Do you plan to engage in any activity (employment, professional organizations, clubs, athletics, etc.), which would affect, positively or negatively, your ability to fully perform the duties of a Resident Assistant?
Yes ___ No ___
Comments: _____

WORK HISTORY/FUTURE COMMITMENT

Please list any full-time, part-time, or summer work experience.

Employer

Position

Dates

Relevant Responsibilities: _____

Relevant Responsibilities: _____

Relevant Responsibilities: _____

What are your vocational interests and goals?

Anticipated class load for the 2011-2012 school year: _____ Hrs for **Fall 11** _____ Hrs for **Spring 12** _____

What (if any) commitments or obligations do you expect to have next year (the time period you would like to be a CA)? Include jobs, student teaching, major campus leadership positions, etc.

Why do you want to be a CA? _____

Self Assessment

Rate yourself on a scale of 1 to 5 in each of the following categories:

5= superior, 4= above average, 3= average, 2= needs improvement, 1= below average

- | | | | | | |
|--|---|---|---|---|---|
| 1. How well do you relate to other students (individuals and groups)? | 1 | 2 | 3 | 4 | 5 |
| 2. How well do you initiate contact between yourself and other students? | 1 | 2 | 3 | 4 | 5 |
| 3. How well do you organize and communicate ideas with others? | 1 | 2 | 3 | 4 | 5 |
| 4. Do you believe that you are sensitive to others and acceptable of diverse lifestyles and backgrounds? | 1 | 2 | 3 | 4 | 5 |
| 5. Do you believe that you are dependable, responsible and conscientious? | 1 | 2 | 3 | 4 | 5 |
| 6. Do you feel that you are a positive influence upon those you interact with? | 1 | 2 | 3 | 4 | 5 |
| 7. Do you have good time management? | 1 | 2 | 3 | 4 | 5 |
| 8. How do you deal with authority? | 1 | 2 | 3 | 4 | 5 |
| 9. Do you perform well under pressure? | 1 | 2 | 3 | 4 | 5 |

References

Please provide the name, title, and telephone number for two references below. Indicate each reference’s relationship to you (i.e. current professor, instructor, CA/RA, etc.). Please make sure your references are turned in to the Housing Office by the application deadline, _____

Reference Name: _____ Title: _____ Telephone: _____

Reference Name: _____ Title: _____ Telephone: _____

Background Information

Have you ever been charged with a criminal offense or infraction, other than a minor traffic violation? __Yes __No

Have you ever been involved in a Housing or Code of Conduct violation during your time at ABAC? __Yes __No

(If yes to either of the above, please explain on a separate sheet of paper. Failure to disclose or falsification of information is grounds for dismissal.)

I, _____, understand that any false statement in this application, including the essay questions, or failure to give any material information requested may be cause for removal from the selection process. I understand that my signature below authorizes Student Life and Housing to review my disciplinary, academic, rental history, and criminal records; and that a background check may be completed. I also understand that if appointed, the period is for one year and reappointment for the subsequent year is not guaranteed. I also understand that an employment review will be conducted after each semester.

Applicant’s Signature: _____ Date: _____



Abraham Baldwin Agricultural College
Department of Student Life and Housing
Personal Reference for Community Assistant Application

_____ has applied for the Community Assistant Position at Abraham Baldwin Agricultural College. Your open and honest responses to the items below will help us to make the difficult decisions ahead of us.

Description of Position:

Community Assistants are entrusted with the responsibility of setting community standards for their residents to feel a sense of responsibility to others and to ABAC. The CA is a team member, counselor, crisis manager, administrator, community builder, educator, and leader.

Once the form is completed, please place it in an envelope, seal it, and sign your name over the envelope flap to ensure the reference has not been tampered with or altered.

1. How well do you know the applicant? ___ Slightly Well ___ Fairly Well ___ Very Well
2. Under what circumstances do you know the applicant? _____
3. Please rate the applicant according to the following criteria by circling the number you feel represents the applicant most appropriately. Feel free to write comments in the space provided. If you feel uncomfortable rating a particular criteria, you do not have to provide a rating for that particular skill.

5=Superior 4=Above Average 3=Average 2=Below Average 1=Poor

5 4 3 2 1 **Leadership:** The ability to take responsibility; to inspire others and lead activities; to facilitate group interaction

5 4 3 2 1 **Organization:** The ability to prioritize tasks; the ability to manage time wisely.

5 4 3 2 1 **Responsibility/Initiative:** The degree to which the applicant is dependable, prompt, accurate, self-motivated, and complete.

5 4 3 2 1 **Communication:** The ability to comprehend ideas; to read, write, speak, and listen effectively; ability to convey ideas to others.

5 4 3 2 1 **Temperament/Maturity:** Common sense; self awareness; judgment; integrity; ability to deal with a wide range of personalities and maintain a positive and realistic perspective.

4. Any additional information that may help us review the candidate's qualifications.

5. Please indicate your professional opinion as to the applicant's potential for success as a Community Assistant:

Highly Recommend

Recommend

Recommend with Reservations

Would Not Recommend

Signature: _____ Date: _____

Print Name: _____ Title: _____

**Return to: ABAC 24
2802 Moore Hwy.
Tifton, GA 31793**

or

**Housing Office
John Hunt Town Center**



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