



OFFICE OF RESIDENTIAL LIFE

APARTMENT COORDINATOR & RETURNING RESIDENT ASSISTANT APPLICATION

Which positions are you applying for, check all that apply:

Apartment Coordinator: _____

Returning Resident Assistant: _____

*If you check Apartment Coordinator the selection committee will contact you to schedule an interview/presentation. Please prepare a presentation in any form on why you would like to be an apartment coordinator.

PLEASE ATTACH A CURRENT RESUME:

Your resume should include at least the following information. If you want to include other information you may add it to your resume:

CONTACT INFORMATION

Full name, phone number, campus address including box number, and e-mail address

ACADEMIC INFORMATION

Major(s), minor(s), cumulative GPA

EXPERIENCE

Provide any relevant work experience

ACTIVITIES

Provide any relevant activities that you have been or are currently involved with (including leadership roles around campus)

For help with your resume please visit the Office of Career Services
in the Success Center (Upper Union) from 8am-5pm M-F or call 260-982-5888.

PERSONAL INFORMATION:

Full Name: _____

Phone: _____

Campus Address: _____
(Hall, Room #)

Box #: _____

E-Mail Address: _____

ACADEMIC INFORMATION:

Classification at the end of Spring 2018: Junior _____ Senior _____ 5th Year Senior _____

Major(s): _____

Minor(s): _____

If you are a transfer student, from what institution did you come, and when:

GPA (Fall 2017): _____ Cumulative GPA (end of Fall 2017): _____

*The selection committee will be checking your GPA to make sure you are in good academic standing.

GENERAL INFORMATION:

Will you be here the entire 2018-2019 academic year? Yes ____ No ____

If no, why? _____

Are there any time commitments which may keep you away from the hall/campus daily, evenings, or weekends? (i.e. student teaching, internship) Please include an estimation of weekly time commitment to each activity.

Please describe any restrictions (i.e. financial, etc.) that could limit your ability to accept a position in any of the residence halls:

Name: _____
First Last Date

PLEASE PRINT, FILL OUT AND SUBMIT YOUR APPLICATION TO CALVIN ULREY ROOM 222 C/O
Cashmere Cozart - **Oakwood Hall Director**, cicozart@manchester.edu, 260-982-5402
Amy DiNovo - **Schwalm Hall Director**, amdinovo@manchester.edu, 260-982-5444

BY MONDAY FEBRUARY 12TH AT 12:00PM*

YOU MUST ALSO APPLY FOR THIS POSITION ON THE SPARTAN JOBS WEBSITE

If you have any questions, please contact via e-mail or phone the selection committee.