2015-2016
GRADUATE ASSISTANTSHIP AND GRADUATE EMPLOYMENT
INFORMATION AND APPLICATION

801 North Jordan Avenue
Bloomington, IN 47405
812.855.1764
812.855.3287 fax
joinrps@indiana.edu

LAST REVISED: August 2014
**Residential Programs and Services:**
Indiana University’s Residential Programs and Services houses approximately 11,500 undergraduates and also provides apartment housing. RPS is comprised of six departments including Residential Life, Dining Services, Facilities Management, Finance and other administrative offices. With dining services and facilities management staff a part of housing, we have a complete staff that works well as a team and is not dependent on outside vendors to deliver those services. The residence hall program at Indiana University offers a variety of living environments for single students in twelve separate residential centers. Each center accommodates 500-1,200 students and is managed by a Leadership Team which is comprised of a full-time professional Residence Manager, Assistant Residence Manager and House Manager plus two to four Graduate Assistants. We prefer to hire Graduate Assistants that have had university housing or other related Student Affairs experience.

**Mission and Values Statements:**
The mission of Indiana University’s Division of Residential Programs and Services (RPS) is to bring the academic life of the university into the student’s living environment by providing a residential experience that best meets the educational and developmental goals of our residents outside the classroom, enabling them to succeed inside the classroom.

**Diversity Statement:**
The Division of Residential Programs and Services is professionally and personally committed to celebrating the rich diversity of people who live and work in our residence halls and apartment housing communities. We believe that our living environment must foster freedom of thought and opinion in the spirit of mutual respect. All of our programs, activities and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our commonality.

The diversity of our communities takes many forms. It includes differences related to race, national origin, gender, gender identity, sexual orientation, religion, age and ability. We believe that any attempt to oppress any individual or group is a threat to everyone in the community. We are guided by the principle that celebrating diversity enriches and empowers the lives of all people.

Therefore, everyone who chooses to live in, work in or visit our residential communities must understand that we will not tolerate any form of bigotry, harassment, intimidation, threat or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or claiming, “it was just a joke” will not be accepted as an excuse. We will respond to such behavior in an appropriate manner, recognizing that education is our most powerful tool.

Our residence communities are rich, alive, and dynamic environments that are designed to enable all individuals to grow to their full potential. Only by understanding and celebrating our diversities can we create an environment where innovation, individuality, and creativity are maintained. We pledge ourselves to this end.

**Employment Policies:**
Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout society as a whole. In this regard, Indiana
University will recruit, hire, promote, educate and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on marital status, national origin, race, religion, sexual orientation or veteran status. The Division of Residential Programs and Services is committed to hiring a racially and culturally diverse staff. Minority candidates are strongly encouraged to apply. Indiana University is an Affirmative Action/Equal Opportunity Employer.

**Compensation and Benefits:**
At the time of employment, Graduate Assistants must be full-time Indiana University graduate students that have been admitted into a degree program.

Unless otherwise stated, Graduate Assistants receive room and board, insurance benefits, and a tuition fee reduction which covers 24 credit hours at the University Graduate School rate. Please see position descriptions for additional benefits. If requested, the division will also cover a tuition reduction for up to a total of six credit hours during the summer sessions.

Fee remissions do not cover dedicated fees, mandatory fees, course-related fees or audit hours. An eligible appointee should be prepared to pay, at the time of registration, dedicated tuition fees which total 3.5% of tuition (see IU Bursar Web site for more detail). Other mandatory and special course related fees are the responsibility of the appointee as well.

**Dates to Remember**
- **RPS Application Priority Date:** January 23, 2015. Applications received after this date may be considered, but will not be first priority as candidates invited to campus for interviews.
- **Interviews at Higher Education & Student Affairs program (HESA) Outreach for HESA, internal and non-HESA candidates:** February 19 – 20, 2015 and February 26 – 27, 2015.
Eligibility:
The graduate assistantship process for Residential Programs and Services (RPS) is separate from the academic admissions process. To be considered for an assistantship in Residential Programs and Services, you must be currently enrolled in a graduate program or in the process of enrolling in a graduate program at Indiana University for Fall 2015.

APPLICATION DEADLINE:
Applications for assistantship and other graduate staff positions for the 2015-2016 academic year submitted by Friday, January 23, 2015 will be given first priority.

Application Materials:
All application materials, including recommendation forms, are available as downloadable PDF files. Return completed application materials to:

Bob Nugent
Office Services Assistant
Indiana University Residential Programs and Services
801 North Jordan Avenue, Suite 210
Bloomington, IN 47405
ATTN: GRADUATE EMPLOYMENT

Applicants may request paper copies of the application materials by contacting Kayla Douglas by email at rwnugent@indiana.edu.

To have a complete application on file, do the following:
- Complete academic application to your intended graduate school and/or academic department by the respective deadline
- Submit the following to Bob Nugent in one envelope:
  - RPS Application Form
  - Three references (recommendation form and recommendation letter)
  - Current resume
  - Transcripts from all institutions in which you have been enrolled as a student.
    (Current IU students may submit information retrieved from Onestart.)

Applicants with incomplete application materials will not be considered eligible for interviews.

Application Review, Interviews and Employment Offers:
After application materials are received and verified as complete, a screening committee will review files and notify applicants of his/her status in RPS’ process. Separate screening committees exist for each of the assistantships offered by RPS. Applicants are encouraged to apply for as many positions as they are interested in pursuing. Qualified applicants will be invited for an on-campus interview. Campus interviews are an important part of the interview and we strongly encourage candidates to visit IU Bloomington’s campus. In the event qualified applicants are not able to visit campus, an alternative interview format may be arranged. We prefer to hire Graduate Assistants that have had university housing or other related Student Affairs experience.
RPS will begin offering graduate assistantship positions in early March 2015. All offers are contingent upon the applicant’s acceptance to a graduate program at IU. Offers will be made on a continual basis until all positions are filled.

**Financial Assistance and Outside Employment:**
Applicants who have scholarship awards are advised to check with the Office of Student Financial Assistance to determine if their financial aid package is affected by appointment to a graduate assistantship or graduate employment with Residential Programs and Services.

Candidates hired by RPS will agree to forego all other employment, student teaching, and full-time internships while the university is in session.

**Indiana University Web Resources:**
Indiana University Bloomington Homepage
http://www.iub.edu

Residential Programs and Services Graduate Assistantship Position Description
http://www.indiana.edu/gradjobs.cfm

School of Education, the Higher Education Student Affairs Graduate Program and on-line application to School of Education
http://www.indiana.edu/~hesa/

Residential Programs and Services
http://www.rps.indiana.edu

Office of Student Financial Assistance
http://www.indiana.edu/~sfa/

Bursar’s Office (Fee and Payment Schedules)
http://www.indiana.edu/~blbursar/

**Questions and Assistance:**
Please contact Bob Nugent at rwnugent@indiana.edu or 812.855.1764 if you have questions regarding the application process.
Application for Indiana University
Residential Programs and Services
Graduate Assistantships and Graduate Employment

Please indicate assistantship(s) for which you would like to be considered (check all that apply):

- Diversity Education Specialist
- Graduate Assistant for Leadership Development
- Graduate Supervisor
- Graduate Assistant for the Community Leadership Development Center
- Graduate Assistant for Residential Academic Initiatives
- Graduate Assistant for Curriculum Development

Personal Data (please type or print):

Name: _______________________________________________________________________
      (Last)                   (First)                   (MI)

IU Student ID or Social Security Number: ___________________ Gender: __________

Current Address:

   (Street or PO Box)  (Apartment Number)
   ______________________________
   (City)                 (State)              (Zip Code)

Current Telephone: ___________________ Email Address: _______________________

Permanent Address:

   (Street or PO Box)  (Apartment Number)
   ______________________________
   (City)                 (State)              (Zip Code)

Permanent Telephone: ______________________

Academic Information:

Undergraduate Institution: ___________________ Location: ___________________

Major: ___________________ Graduation Date: ___________________

Are you admitted to an IU graduate program? ______ If yes, which department: _________________
If no, indicate to which academic department you are applying, your intended major, and when you will know your admission status (if known):

________________________________________________________________________________________________________________________________________________________

Anticipated date of graduation from IU graduate program: _____________________________

**Recommendations:**

Three recommendations are required for a complete application. If possible, please provide a recommendation from a current supervisor and a recommendation from a member of the University community.

**Recommender Name and Position/Title:** __________________________________________
Address:  
(Street or PO Box)  (Apartment Number)
___________________________________________________________________________
(City)  (State)  (Zip Code)
Telephone: ____________________________  Email Address: _________________________

**Recommender Name and Position/Title:** __________________________________________
Address:  
(Street or PO Box)  (Apartment Number)
___________________________________________________________________________
(City)  (State)  (Zip Code)
Telephone: ____________________________  Email Address: _________________________

**Recommender Name and Position/Title:** __________________________________________
Address:  
(Street or PO Box)  (Apartment Number)
___________________________________________________________________________
(City)  (State)  (Zip Code)
Telephone: ____________________________  Email Address: _________________________
Background Information:

The selection process for these positions may include a review of your criminal history and fingerprinting. A criminal conviction will not necessarily disqualify an applicant from employment. Each case will be independently evaluated to determine the nature of the criminal offense and the applicant’s fitness for the position.

Have you ever been convicted of a crime (other than a minor traffic violation) or are there any criminal charges pending against you? _________________

If yes, please explain: _____________________________________________________________

______________________________________________________________________________

Date of Birth: __________________

Please list the address(es) at which you resided for the past five years:

Address: ______________________________________________________________
(Street or PO Box) __________________________________________
(Apartment Number) ____________________________
(City) __________________________________________
(State) __________________________________________
(Zip Code) __________________________________________

Address: ______________________________________________________________
(Street or PO Box) __________________________________________
(Apartment Number) ____________________________
(City) __________________________________________
(State) __________________________________________
(Zip Code) __________________________________________

Address: ______________________________________________________________
(Street or PO Box) __________________________________________
(Apartment Number) ____________________________
(City) __________________________________________
(State) __________________________________________
(Zip Code) __________________________________________

Address: ______________________________________________________________
(Street or PO Box) __________________________________________
(Apartment Number) ____________________________
(City) __________________________________________
(State) __________________________________________
(Zip Code) __________________________________________

By signing this application form, the applicant is:

1. Representing that all information contained in this application is true;
2. Authorizing the release of any disciplinary information which may be on file at any undergraduate institution attended;
3. Submitting to a criminal background check

Applicant Signature: ____________________________ Date: ____________
Recommendation for Indiana University
Residential Programs and Services
Graduate Assistantships and Graduate Employment

Applicant Name: ________________________________________________

Instructions to Recommender: The above named applicant is applying for a graduate assistantship position with Residential Programs and Services at Indiana University. The Family Educational Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to sign a waiver; no signature means the student will have the right to read this recommendation.

Signature of Applicant: ________________________________ Date: __________

1) How long have you known the applicant? ___________________________________________

2) In what capacity do you know the applicant? ________________________________________

3) Please rate the applicant on each of these characteristics listed below in comparison with others who you have known at similar stages in their careers.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensitive to issues of diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation to succeed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to meeting expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to delegate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) Please attach a separate letter to support the ratings you provided. Please include the applicant’s overall potential for success; leadership skills; ability to work effectively as a member of a team; and organizational skills.

Your Name: ________________________________ Signature: ________________________________

Position/Title: ________________________________ Institution/Organization: ________________________________

Thank you for taking the time to complete this recommendation.

Applicants are required to submit all application material in one packet; please return to him/her at your earliest convenience. Please provide your recommendation and letter in a sealed envelope with your signature over the seal. Incomplete applications are not considered for interviews.
Instructions to Recommender: The above named applicant is applying for a graduate assistantship position with Residential Programs and Services at Indiana University. The Family Educational Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to sign a waiver; no signature means the student will have the right to read this recommendation.

| Applicant Name: | |
| Instructions to Recommender: | |

1) How long have you known the applicant?

2) In what capacity do you know the applicant?

3) Please rate the applicant on each of these characteristics listed below in comparison with others who you have known at similar stages in their careers.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensitive to issues of diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation to succeed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to meeting expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to delegate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) Please attach a separate letter to support the ratings you provided. Please include the applicant’s overall potential for success; leadership skills; ability to work effectively as a member of a team; and organizational skills.

Your Name: _______________________________ Signature: _______________________________

Position/Title: __________________________ Institution/Organization: ______________________

Thank you for taking the time to complete this recommendation.

Applicants are required to submit all application material in one packet; please return to him/her at your earliest convenience. Please provide your recommendation and letter in a sealed envelope with your signature over the seal. Incomplete applications are not considered for interviews.
Applicant Name: ________________________________________________________________

Instructions to Recommender: The above named applicant is applying for a graduate assistantship position with Residential Programs and Services at Indiana University. The Family Educational Privacy Act of 1974 opens many student records for the student’s inspection. The law also permits the student to sign a waiver; no signature means the student will have the right to read this recommendation.

Signature of Applicant: _______________________________ Date: _________________

1) How long have you known the applicant? _______________________________________

2) In what capacity do you know the applicant? ____________________________________

3) Please rate the applicant on each of these characteristics listed below in comparison with others who you have known at similar stages in their careers.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Exceptional</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>No information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sensitive to issues of diversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation to succeed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Problem solving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commitment to meeting expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow through</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to delegate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4) Please attach a separate letter to support the ratings you provided. Please include the applicant’s overall potential for success; leadership skills; ability to work effectively as a member of a team; and organizational skills.

Your Name: _______________________________ Signature: ______________________________

Position/Title: ____________________________ Institution/Organization: __________________

Thank you for taking the time to complete this recommendation.

Applicants are required to submit all application material in one packet; please return to him/her at your earliest convenience. Please provide your recommendation and letter in a sealed envelope with your signature over the seal. Incomplete applications are not considered for interviews.