



resident assistant application package

To apply for a position as a Residential Assistant (RA) at Murdoch University Village in 2012, a complete application package inclusive of a cover letter addressing the selection criteria is required. Applications can be emailed to the Resident Life Manager, Amberlea Henriques on amberlea.henriques@clv.com.au.

This package contains detailed information about the position requirements as well as a selection criterion which must be addressed in order to be shortlisted for an interview.

RA selection is based upon the ability of applicants to satisfy the selection criteria, quality of submitted exercise and performance in the interview. Murdoch University Village reserves the right to appoint or not appoint through invitation.

If you have any queries, please contact Amberlea Henriques, Resident Life Manager on (08) 9360 2098 or amberlea.henriques@clv.com.au

Please note that RAs must be residents of Murdoch University Village during 2011 and wish to continue in the village for the full term (Sem 1 & Sem 2) of 2012.

You need to apply separately for accommodation at Murdoch University Village – this is not an application for residential accommodation.

personal details	
first name	
surname	
apartment/room number	
email address	
mobile	
what are you studying?	
period of time until completion of degree (months)	

Do you expect to be absent from the village on a regular basis or for more than two weeks during 2012? If so when?
If you have previously lived in university student accommodation or boarded at high school, please detail the type of accommodation, dates in the accommodation, and any positions of responsibility held:

Signed _____ Date _____

RESIDENT ASSISTANT SELECTION CRITERIA

1. Demonstrated ability for leadership
2. A proven ability to initiate activities and see them through to completion. Please highlight examples that are both diverse and include some or all of the following elements:- social, sporting, media and communications and community service portfolios
3. An ability to respond to emergencies or difficult situations in a calm and mature manner and follow appropriate procedures. Please provide an example.
4. Able to demonstrate an active involvement in student life and other communities and are believed to have an established presence within the Village.
5. An understanding of the diverse issues faced by university students and an appreciation of the needs of students in residential accommodation
6. A strong desire to be an active hands-on leader in student residential accommodation.
7. Ability to work independently, unsupervised and as part of a team
8. Strong written and verbal skills. Please highlight any other languages known (if any).
9. An understanding and commitment to Occupational Health, and Safety (OH&S) principles, and an understanding of and commitment to a harassment and discrimination free workplace and living environment.
10. A commitment to enhancing skills and knowledge, including undertaking appropriate training programs
11. Proven reliability. This may be in the form of a personal and/or professional reference.

These criteria must each be addressed in your cover letter. Please do not forget to include your resume in your application. Thank you.

WRITTEN EXERCISE

When creating events at the Village it is essential aim to cater for the majority, while offering a variety of creative events to encourage attendance by all types of Residents.

What event would you bring to the Village?

Please conceptualise, prepare and envisage creative marketing ideas for this fictional event and submit within a complete "event plan" (refer to OPS_LLГ Event Template attached) *ensure all three worksheets within the spreadsheet are complete ~ tabs at the bottom on the page *

Please be as detailed and imaginative as possible. Please feel free to include more rows if needs be in the event schedule and or accompany relevant attachment. Also please do not plagiarise. Thank you.

**PLEASE DO NOT HESITATE TO ASK AMBER, THE RESIDENT LIFE MANAGER, ANY QUESTIONS IF YOU ARE UNCLEAR OR NEED FURTHER INFORMATION ABOUT THIS EXERCISE
CLOSING DATE FOR APPLICATIONS IS
THURSDAY 27 OCTOBER, 2011 @ 5.00pm.**