

**Reference – Resident Advisor/Office Staff
2018 Governor's Scholars Program**

Please mail this completed form and a letter of recommendation to:

**Governor's Scholars Program
Attn: RA/Office Staff Reference
1024 Capital Center Drive, Suite 210
Frankfort, KY 40601**

Applications will be reviewed as received. After **January 3, 2018**, applications will be reviewed on an as-needed basis only.

Applicant's Name:

The above named person has applied for a Resident Advisor and/or Office Staff position in the 2018 Governor's Scholars Program. After reading the job description included with this form, please give your estimate of the applicant's academic, intellectual and personal qualifications with specific references to the skills needed and the applicant's character and integrity as you perceive. Please complete the Overall Recommendation and information section and **attach** your own letter to this form.

Overall Recommendation

Signature _____ Date _____

I recommend this candidate:

Name (please print) _____

enthusiastically.

Position _____

with some reservations.

Institution _____

I do not recommend this candidate.

Daytime Phone _____ Email _____

Reference – Resident Advisor/Office Staff
2018 Governor's Scholars Program
Information for recommender

Governor's Scholars Program
Resident Advisor / Office Staff Job Description

The Governor's Scholars Program is a partnership project of Kentucky education, business, and government. Its goal is to recognize and develop excellence in education and to motivate and improve our brightest young people to realize their highest potential. It provides a five-week summer academic enrichment program for over 1,060 outstanding students who have completed their junior year of high school. Students must be nominated by their schools, meet selective academic and personal criteria, and compete for places in the Program. The Program is dedicated to the intellectual and personal growth of students, the enhancement of self-confidence, and the encouragement of curiosity. It will offer opportunities to expand each student's vision and scope.

The following are specific duties and responsibilities of Resident Advisors, though the job may expand beyond these requirements:

- Be responsive to GSP and campus regulations and policies, as well as any other responsibilities designated by the Academic Dean of the Governor's Scholars Program and the respective Campus Director.
- Initiate contacts, stimulate conversation and intellectual excitement among students, assist in the supervision of field trips, be involved with the instructional process on an "as needed" basis, and balance the dual roles of supervisor and mentor.
- Support and emphasize the responsibilities of residence hall living with students and provide advice concerning personal and social adjustments to residential life.
- Be a resource and referral agent in regard to health services as well as opportunities offered on campus and in the community.
- Attend all staff meetings, including the spring planning session and the planning week prior to the official start of the Program.
- Report any general problems or concerns related to residential life.
- Lead, with faculty support, a Kentucky Governor's Scholars Seminar class which focuses on discussions of teen related issues and concerns.
- Each R.A. will be on duty during the weekends, but will be off for one twenty-four hour period during each of the five weeks the students are in residence.

The role of the Office Staff is to provide administrative support to the GSP community and act as liaisons between the host university and the Program. The following are specific duties and responsibilities of the Office Staff, but may be expanded and vary according to each campus.

- Assist in setting up and dismantling the GSP administrative offices on the assigned campus.
- Assist in making transportation and food arrangements for field trips, community outings, and all campus activities.
- Assist in developing and implementing scholar events.
- Provide clerical and bookkeeping support and logging of office activities and documents.
- Create and distribute campus newsletters and informative fliers.
- Maintain campus website.
- Assist faculty members and R.A.'s in acquiring materials needed for classes, scholar events, and activities.
- Act as a professional and informative resource regarding contacts to the Program.
- Each office staff member is on duty during designated office hours Monday through Friday for seven weeks. In addition, office staff are often involved with evening and/or weekend activities (some are required and some are voluntary).

Questions may be addressed to:

Jenny Garcia

jenny.garcia@ky.gov