|  |
| --- |
| **2023 Governor’s Scholars Program Resident Advisor / Office Staff Application**Please type or print clearly. This application is available electronically at gsp.ky.gov/Employment.aspx.Applications will be reviewed as received. After **January 9, 2023**, applications will be reviewed on an as-needed basis only. |
| First Name | Middle Name | Last Name | Preferred Name |
| Personal, Primary Phone      | Secondary Phone      | Email      |
|  |
| Campus Address (Street/Route/Post Office Box) | City | State | Zip- |
| Permanent Address (Street/Route/Post Office Box)  | City | State | Zip- |
| Birth Date (MM/DD/YY)/ / | College(s) attended (include dates): |
|  |
| Date of first semester in college:  | Are you living in a dormitory/have you previously lived in a dormitory? [ ]  Yes [ ]  No |
| Are you currently, or have you served as a resident advisor on a college campus? [ ]  Yes [ ]  No |
| If yes, please list dates:From  to  | Average number of students supervised: |
| Cumulative GPA | Major GPA:  | Major (s)  | Career Choice (if known) |
| **Please indicate preferred position (if you would like either position, please indicate your first and second choice):**  - Resident Advisor  - Office Staff  |
|  |
| To help us update our alumni database, please complete the following information. If you participated in the Governor’s Scholars Program and do not currently receive the GSP E-Newsletter, please sign up using the following link: <http://goo.gl/AvJSl7> ! |
| Are you a Kentucky Governor’s Scholar? If so, please indicate year and campus. | Year      | Campus      |

**REFERENCES**

Please provide references from two people who are able to assess your potential as a Resident Advisor or Office Staff member. At least one should know something about your work as a student. Provide each reference with a reference form found on the GSP website. Completed forms should be mailed to the address on the form and do not need to be sent in with the rest of the application. Be sure to print your name at the top of each form. Inform your references that applications will be reviewed as received. After **January 9, 2023**, applications will be reviewed on an as-needed basis only and incomplete applications will not be reviewed. Please list names, addresses, phone numbers, and emails of your references below.

|  |  |  |
| --- | --- | --- |
| **Reference #1** |  | **Reference #2** |
| Name      | Name      |
| Position/Institution      | Position/Institution      |
| Address      | Address      |
| City      | State      | ZIP      | City      | State      | ZIP      |
| Phone      | Email      | Phone      | Email      |

**TRANSCRIPTS**

**Please provide an *official* copy of your current college transcript, including your grades for the Fall 2022 semester.** In order for your transcript to be official, you must obtain it directly from your registrar. Unofficial transcripts printed from the Internet can be submitted with your application for the committee’s provisional use until your official transcript is available from your registrar. We understand that this may not be available until late December. You may either include your official transcript in its own sealed envelope along with the rest of your application OR contact your college or university and request that an official copy of your transcript be sent to the Governor’s Scholars Program office at the following address:

Governor’s Scholars Program

Attn: R.A./Office Staff Application Transcript

112 Consumer Lane

Frankfort, KY 40601

**Please indicate the status of your official transcript:**

**[ ]** I have **enclosed** a sealed copy of my official transcript, including my Fall 2022 grades.

[ ]  I have **requested** that my registrar send my official transcript, including my Fall 2022 grades, as soon as it is available. I have provided an unofficial copy of my most recent transcript (from Spring or Summer 2022) with my application for the committee’s provisional use.

**EXPERIENCE & QUALIFICATIONS**

On no more than ONE separate page, using 12-point font and one-inch margins, please answer the questions below. Indicate your name clearly on the page.

1. For resident advisor applicants (either “Only choice” or “First choice”), have you had experience working in **residential college programs** as an advisor? If so, briefly describe your role, including dates. If no, please type N/A. If you are applying for an office staff position (either “Only choice” or “First choice”), what experience will you bring to the GSP office?
2. What interests or qualifications do you possess that would be important for a Resident Advisor / Office Staff member (discuss your “Only choice” or “First choice”)? Include here the strengths that you would bring to the Program and any areas of improvement you want to work on before the summer program.
3. As a potential Resident Advisor / Office Staff in this academic enrichment program, what expectations do you have of the position (discuss your “Only choice” or “First choice”) and how do you hope to grow during/after the summer?
4. List campus organizations and activities in which you have been involved (you may include community service).
5. List any special talents and skills which you possess that could be used in the program (drama, music, accounting, tennis instructor, first-aid training, computer competency, photography, etc.).

**Mail your completed application (references can be mailed separately)** **to:**

**Governor’s Scholars Program**

**Attn: RA/Office Staff Application**

**112 Consumer Lane**

**Frankfort, KY 40601**

If you have any questions, please contact Robin Williams-Neal at robin.williams-neal@gspky.org.

**The Program and Duties of Resident Advisors and Office Staff**

The 2023 Governor's Scholars Program will be held on three university campuses; Centre College, Morehead State University, and Murray State University. The program is designed to expand the intellectual, social, and emotional development of over 1,020 of Kentucky’s brightest high school juniors who will enter their senior year next fall. Students are provided free tuition, room, and board.

Office staff members will report for duty two weeks prior and resident advisors (R.A.’s) will report for duty one week prior to the opening of the campus to which they are assigned. The Governor's Scholars Program provides an extensive academic experience and a full range of residential and extracurricular activities. Each R.A. will be responsible for supervising approximately 20 students and should be able to relate activities to the academic and creative life of the community.

Some duties of the R.A.’s include: active participation in the student orientation program; stimulating academic excitement among students; providing support to students concerning personal and social adjustments to residential life; serving as a resource person and referral agent for health services, counseling services, student activities, and recreational and intramural choices; providing structure for students to pursue individual studies and interests; assisting with field trips; and sponsoring residence hall activities to build community.

Every R.A. will be on duty during the weekends, but will be off for one 24-hour period during each week of the five weeks of the program. Compensation for the 2023 session will start at $3,000 plus free room and board on the campus to which the staff member is assigned.

The GSP office staff oversee a variety of tasks including, but not limited to: setting up and dismantling the GSP Main Office at the start and close of the program, keeping track of the program’s fast-paced schedule, making transportation and special arrangements for field trips and community outings, providing clerical and bookkeeping support, creating campus newsletters, and assisting in the coordination of scholar events. Office staff members can also sponsor clubs, assist in fundraising events, be “hall buddies” and, above all, be active participants in the GSP community.

Office Staff members normally work Monday through Friday from 8:00 a.m. to 5:00 p.m., with a one-hour lunch break. While they may be required to live on campus and to participate in some evening and weekend commitments, they are generally not expected to remain on campus outside of office hours. However, they are strongly encouraged to engage fully in the GSP community. Compensation for the 2023 session will start at $3,000 plus free room and board on the campus to which the staff member is assigned.

**INTERVIEWS:** Once your application has been reviewed, if the selection committee recommends you for an interview, you will be contacted to schedule a mutually agreeable date, time, and location. Interviews will take place in **January 2023.** Except in extreme circumstances, all candidates must be interviewed in person. **If you are aware of a truly extenuating circumstance (i.e. study abroad) that will affect your availability during the interview period or during the Mandatory Spring Meeting, please include that information with your application.**

The size and geographic distribution of the applicant pool will influence the specific times and locations of the interview sessions.

**SPRING PLANNING MEETING:** There will be a spring planning meeting tentatively on **March 24 - 26, 2023,** Attendance at this meeting is a condition of employment. **Exceptions will not be made.**

**CAMPUS SESSIONS:**  1st Session: June 18– July 22 (Office Staff report June 4; RAs report on June 11)

 2nd Session: June 24 – July 28 (Office Staff report June 10; RAs report on June 17)

3rd Session: June 25 – July 29 (Office Staff report June 11; RAs report on June 18)

Applications will be reviewed as received. After **January 9, 2023**, applications will be reviewed on an as-needed basis only.

If you have any questions, please contact Robin Williams-Neal, robin.williams-neal@gspky.org.

*An Equal Opportunity Employer*