



Resident Manager Application
Fall 2009 / Spring 2010 Semesters

Please type or print and return to the Property Manager – Tracy Guynup
All completed application materials are due Friday, July 17, 2009

Name: (Last) (First) (Middle)

Home Address: (Street) (City) (State) (Zip)

Home Phone: () Cell Phone: ()

Birth Date: (M/D/YYYY)

Current Class Year: Sophomore Junior Senior Graduate

Major: Expected Graduation Date: (M/D/YYYY)

Have you been a Resident Assistant or participated in a similar Resident Manager process before?
(Please Circle): Yes No

Have you ever been subject to a college judicial action?
(Please Circle): Yes No
If yes, please explain:

Please note any obligations for the upcoming year (student teaching, work-study, outside job, athletic team, extra- curricular activities, etc.) BE SPECIFIC!!! (Include amount of time per week these obligations will require and the semester it will occur.) Please attach a schedule or additional paper of necessary.

PLEASE INCLUDE A RESUME WITH YOUR COMPLETED APPLICATION. BE SURE TO HIGHLIGHT PRIOR WORK EXPERIENCE AS WELL AS COMMUNITY SERVICE, CO-CURRICULAR ACTIVITIES, AS WELL AS ANY LEADERSHIP POSITIONS THAT YOU HELD OR HONORS YOU HAVE EARNED.

REFERENCES: PLEASE INCLUDE 3 REFERENCES. REFERENCES SHOULD BE FROM PAST OR CURRENT EMPLOYER, PROFESSORS OR OTHER PROFESSIONAL SOURCES.

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**PLEASE CONSIDER THE FOLLOWING QUESTIONS AND PROVIDE YOUR ANSWERS ON A SEPARATE, TYPE-WRITTEN SHEET.**

**You need not write essays, but be sure to fully answer each question!**

1. Other than the compensation aspect of the position, why do you want to be a Resident Manager with College Suites?
2. In what ways does a Resident Manager serve as a role model both, on and off campus, as well as in the College Suites?
3. How well do you feel you would be able to balance the demands of being a Resident Manager along with school and other commitments? Why do you think this is important?
4. A big part of the Resident Manager position is communicating with others including, but not limited to, residents, management, and security. Please describe your communication style.
5. Please discuss your experience, interests, and abilities in working with a diverse group of individuals.
6. Please discuss your strengths and areas where you need improvement. Describe how these personal qualities will affect your performance as a Resident Manager.

I understand that by signing this form, I declare all information given to be accurate and complete, and that I have read and understand the Resident Manager Job Description.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***PLEASE RETURN APPLICATION BY FRIDAY, JULY 17, 2009 TO:***

College Suites at Plattsburgh  
59 Broad Street  
Plattsburgh, NY 12901  
Phone: 518.322.0453

*Attention: Tracy Guynup*

**(FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_)**