



COMMUNITY ADVISOR IDENTIFICATION FORM AND APPLICATION PACKAGE CHECKLIST

2012 - 2013

Name: _____

Insert Photo Here (Headshots Only Please)
*This will assist the selection committee with identifying all
applicants during the interview & placement process.*

APPLICATION CHECKLIST

- Date of attended CA Information Session _____
- Identification Form
 - Application Form
 - Cover Letter
 - Resume
 - Typewritten Short Responses
 - Individual Interview Scheduled in the Office of Campus Life

Please hand in your completed application package to the Office of Campus Life by **Monday, February 6, 2012**. Office hours are from 8:00 am -4:30 pm Monday – Friday. You will be required to sign up for your interview when you bring in your application package to Campus Life. Interviews will be conducted February 8th – 17th, with decisions announced February 23rd.



COMMUNITY ADVISOR APPLICATION

COLBY COLLEGE

Please complete the form electronically, typing in responses if possible.

Full Name _____

Permanent/Home Address _____

Street

City _____ State _____ Zip _____ Cell # _____

Residence Hall _____ Room Number _____

Overall GPA: _____ Class Year (at time of application) FY SO JR SR

Are you applying to be a COOT leader for? Yes No

INTENTION

Semester Available for the Position: Fall 2012 Only Spring 2013 Only Both

Please check your preferred living environment (check all that apply):

Substance Free Quiet Neither Substance Free or Quiet OASIS No Preference

If you are interested in being considered for a specific area, please indicate below what *type* of hall you would be successful in. Please note that marking a specific area does not guarantee you a position in that area.

REFERENCES

Please list the names of two persons who will complete the attached reference forms: One reference MUST be a Colby College employee (*non-student*). Reference forms should be returned to the Office of Campus Life by February 6th and may be returned by the author.

1. _____

2. _____

COVER LETTER & RESUME

Please submit a current cover letter and resume, which provides information about your work, volunteer, or leadership experience that might transfer to the expectations in the CA Job Description. It is suggested that you work with the Career Center on your cover letter and resume before submitting your application packet.

Career Services provides workshops catered to the CA position. Specific dates can be found on the Selection Timeline sheet. To attend, RSVP through the Colby Career Link. <http://web.colby.edu/careercenter/students/colbycareerlink/>

SHORT RESPONSE QUESTIONS

Please type your responses to the following questions on a separate sheet of paper and attach to this application.

1. How does the Community Advisor contribute to a college student's overall experience?
2. For first-year students, the transition to college life can be challenging. How will you continue to help the first-years in your residence hall with this transition?
3. How do you define the term community? What factors contribute to developing a well-established and all-inclusive community? Why are these factors relevant?
4. Students in colleges today have various needs. What do you think are the needs of students living in college residence halls? How are you prepared to work with the diverse population of students living in the halls?