

# University of Hawai'i at Mānoa - Student Housing Services Assistant Residence Director Application

*Applications accepted through until all openings have been filled.*

Use this check sheet to ensure you have read all information provided and have completed all required documents before submitting your application.

1. Read Position Description
  
2. APPLICATION
  1. Personal & academic information form (See below)
  2. Letter of Interest
  3. Resume or Curriculum Vitae (include 3 references)

---

## PLEASE SUBMIT YOUR APPLICATION ELECTRONICALLY TO:

[marnise@hawaii.edu](mailto:marnise@hawaii.edu)

MS WORD (.DOC) or ADOBE PDF (.PDF) FORMAT, or in-person or via U.S. Mail To:  
STUDENT HOUSING SERVICES, 2021-2022 ARD Application Process, Attn: Marnise Ku`ulei Pau  
2555 DOLE ST. HONOLULU, HI 96822

## FERPA STATEMENT AND CANDIDATE RELEASE

The *Family Education Rights and Privacy Act of 1974* (FERPA) gives students the right to inspect and review their confidential folders unless that right is waived. In accordance with the law, all applicants must indicate whether or not they voluntarily relinquish their rights. This choice will not affect your candidacy in any way. The waiver pertains only to your rights to review your application file after the hiring process is concluded. Please read the following statements carefully and check the appropriate box.

**I have read the above statement and:**

- I hereby waive the rights of access to my confidential file. (You may still have a member of our staff review the information in the file with you.)
- I do not waive the rights of access to my confidential file. (You are permitted to personally review your entire file in the presence of a member of our staff.)

Signature \_\_\_\_\_

Date: \_\_\_\_\_

## SELECTION PROCESS TIMELINE

**OPEN:** Application materials and position description posted on the Student Housing Services website  
<https://manoa.hawaii.edu/housing/campuslife/workwithus/>

***Application materials will be available through this website until all ARD openings are filled.***

**SUBMIT APPLICATION: (Open Application)**

**INTERVIEWS: Interviews will be scheduled upon receipt and confirmation of Candidate application.**

Applicants who meet minimum qualifications will be contacted by the chair of the search committee to schedule an interview. Applicants who reside on-island will be asked to schedule an in-person interview while applicants who reside off-island will be asked to schedule an interview via Google Meet or Zoom.

Applicants must prepare for a 45 minute interview which will include a **10 minute** presentation prepared by the candidate and presented on a training initiative for Resident Assistants that is relevant to their position. Applicants must submit a copy of their presentation and it must include the Title, Abstract and Learning Outcomes of the presentation.

Applicants who complete the interview process will be notified of their candidacy status for the position via e-mail. A candidate deemed eligible for appointment will either be offered a position for the 2021-2022 academic year or placement in a pool of alternate candidates for the 2021-22 (AY).

Acceptance letters are due back from candidates within one week from the date of offer.

# Assistant Residence Director Application 2021-2022 Academic Year

The University of Hawai'i at Mānoa is an Equal Opportunity/Affirmative Action Institution

---

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

## ADDRESS

Number and Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Mobile Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

## ACADEMIC INFORMATION

Have you been admitted to the University of Hawai'i at Mānoa Graduate Division:  Yes\*  No

Academic program/course of study: \_\_\_\_\_

Are you currently enrolled at the University of Hawai'i at Mānoa:  Yes  No

*\*Note: Applicants currently enrolled in a graduate program at UHM must have the minimum cumulative GPA (3.00) to be eligible for a position. Currently enrolled applicants who do not have the position's required GPA will not be considered for the position. More detailed information can be found on the position description.*

## COLLEGES AND UNIVERSITIES ATTENDED OTHER THAN UH-MĀNOA (list most recent/present first)

1. Name of Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Earned: \_\_\_\_\_ Cum GPA: \_\_\_\_\_

2. Name of Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Earned: \_\_\_\_\_ Cum GPA: \_\_\_\_\_

---

## CONVICTION FOR A VIOLATION OF LAW

*PLEASE NOTE: Information requested below is needed to make determinations on your suitability for appointment. Convictions do not automatically disqualify you for appointment. The circumstances of each individual case will be evaluated against the requirements of the position applied for to determine suitability for appointment. If you respond "yes," please provide an explanation on a separate sheet.*

Have you ever been convicted of a violation of law?  Yes  No

*PLEASE NOTE: In answering this question, you need NOT report the following:*

- 1. Arrests not followed by convictions*
- 2. Convictions which were annulled or expunged*
- 3. Offense for which you were tried as a minor or juvenile*
- 4. Convictions of a penal offense for which only a fine and no jail sentence may be imposed*
- 5. Convictions of a misdemeanor in which the period of 20 years has elapsed since the date the sentence was fulfilled and during which elapsed time there has not been any subsequent arrest or conviction*