ENTRADA PROGRAM
The Entrada Scholars Program at Calvin College is a summer academic achievement program for racial ethnic minority high school students who are completing their junior and senior years. During this 4-week program, students experience college-level academics and college life in a supportive yet challenging environment. Participants live in a college residence hall, take a regular summer-term class with current Calvin students, earn college credit, attend afternoon study skill sessions, and spend their evenings studying, making new friends, and attending hall events.

RESIDENT ASSISTANT ADMIN POSITION
The Resident Assistant Admin plays a unique role in the Entrada Scholars Program. The Resident Assistant Admin both lives in the residence hall and provides support to the Resident Directors of the program. Much of the duties of this position will be focused on administrative support e.g.: picking up mailing for residents, take photos throughout the program, doing off campus runs for programming needs, completing office tasks, etc. The Resident Assistant Admin strives to foster a Christian community that is conducive to and assists in the academic, social and spiritual development of Entrada students. He or she does this by: first conducting behind the scene administrative duties, developing relationships with Entrada students; striving to be a role model and mentor; supporting the academic work of Entrada students; assisting in the development and implementation of activities intended for spiritual growth, identity formation and community life; and enforcing college rules and regulations.

SPECIFIC RESPONSIBILITIES
Resident Assistant Admin must be on campus by June 9, 2017 for orientation and training.

Throughout the entire program, June 9– July 14, 2017, The Resident Assistant Admin is on duty at all times including weekends and the Fourth of July holiday. The Resident Assistant Admin is done with their commitment on Friday, July 14 at 5 p.m.

The Resident Assistant Admin is involved in community life evening and weekend programming. The Resident Assistant Admin works with the Resident Directors for Student Development to plan and implement day to day details of programming needs. The Resident Assistant Admin is expected to attend all community life programming and encourage active student participation. Please note that if you are selected as RAA, you will not be allowed to have visitors.

The Resident Assistant Admin serves as a resource to participants, advising students on concerns that arise during the course of the program and consulting with the Resident Directors to evaluate students’ needs.

Note: Orientation/ Training for Entrada RAA will begin during June 9, 2017.
QUALIFICATIONS

REQUIRED
- Appreciation and knowledge of the Pre-College Programs office and Calvin College
- Commitment to Christ: actively seeking to develop your faith
- Willingness to learn and receive direction
- Be in good academic and conduct standing with the college at the time of application and the end of the 2017 Spring semester (minimum of a 3.0 G.P.A)
- Commitment to develop your cultural competency
- Driver’s license (please note that you will be required to drive a 12 passenger van)
  - This is a MUST. A candidate will not be selected without having a driver’s license
- Applicants currently in their sophomore, junior, or senior year at Calvin
- Prior experience working in a team setting and/or leadership position
- Prior experience living in a residence hall

ADMINISTRATIVE DUTIES

REQUIRED
- Report directly to the Head Resident Director Carena Gang
- Provide Administrative support for the Entrada Scholars Program
- Maintain disciplinary log throughout the Entrada Scholars Program
- Be active and present each day taking pictures of program events, evening programming, and highlights of fun moments
- Produce a memory book that will be given to the Entrada Scholars and Staff at the end of the program
- Create a slideshow for the Entrada Scholars Program graduation
- Help with set up, picking up supplies and equipment for Entrada Staff and programming
- Work with Brian (Academic Coach Director) with end of the program wrap up activities/needs
- Ability to run errands
- Other duties as assigned

Please note: Special dietary needs/wants will be at your own expense.
COMPENSATION
Entrada Resident Assistants will receive a financial stipend of $1,850 and receive free room and board for the duration of the Entrada Scholars Program.

APPLICATION / SELECTION PROCESS
Applications and Recommendation form are due Friday, February 24, 2017

Interviews will be held the weeks of March 6, and March 13, 2017

Week of March 27

⇒ Entrada Scholars Program Staff will meet to discuss your application, interview, and qualifications, and will review other input about you being a Resident Assistant Admin.

⇒ The first round of candidates who have been selected will be notified by the selection committee the week of April 3, 2017. We then will have final decisions made informing you if you have or have not been selected that following week- The week of April 10.

QUESTIONS
If you have any questions regarding the Resident Assistant Admin position or the Entrada Scholars Program, please contact Nygil Likely at entrada@calvin.edu or 616-526-6749.

** Keep for your records **
Resident Assistant Admin Application
Please submit by Feb. 24, 2017

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local address</td>
<td>Phone</td>
</tr>
<tr>
<td>Calvin E-mail</td>
<td>Home address</td>
</tr>
</tbody>
</table>

Date of Birth | Current G.P.A. | Gender: Male | Female |
Current year at Calvin | 4th year | 3rd year | 2nd year | 1st year | Major: |
Do you have a driver’s license? |
Name of faculty or staff member writing your recommendation |

**ADDITIONAL INFORMATION AND QUESTIONS**
On separate paper, please type the answers to the questions below (maximum of 2 single-sided pages, single-spaced).

1. Please list any activities/leadership positions in which you have participated during high school or college and list your prior work experience (or attach a resume with this information to your application).

2. Short essay questions:
   a. Please explain the reason you are applying for this position.
   b. What personal traits do you possess which will be helpful to the Entrada R.A.A. position?
   c. Describe several unique challenges that AHANA students face as they strive to succeed academically and socially at Calvin College.
   d. Explain how your Christian faith would be demonstrated in your position if you were an Entrada R.A.A.
   e. Describe how you would respond to the following situation: You were asked by a Resident Director to do a quick run off campus to get supplies for an event happening that evening. You were told by the Head Resident Director that you were needed in the office to complete a project due within that same hour. How do you respond to the requestor? Which task do you choose to do?