

## **RESOURCE ROOM ASSISTANT**

### **APPLICATION**

Your interest in the Resource Room Assistant position at the Counseling Center Resource and Relaxation Room is greatly appreciated. The primary purpose of the Resource Room is to provide information and assistance to students. A variety of materials are provided such as books, pamphlets and handouts, video and audio tapes, as well as computer information. We also offer a space for relaxation to help students manage daily stress. Students who use the Resource and Relaxation Room may be referred by their Counseling Center therapists, other people on campus or self-referred. Thus, **confidentiality** for ALL Resource and Relaxation Room users is of the utmost importance.

As a Resource Room Assistant you will be trained to help students find necessary information and facilitate the use of interactive computer programs and the internet. In this role you will also help create new materials, find up-to-date resources, review resources, and publicize the Resource and Relaxation Room.

#### Requirements:

- Staff the Resource and Relaxation Room weekly as scheduled.
- Resource Room Assistants have contact with numerous staff members. In order to prevent difficulties that can arise from both working at and receiving therapy from the Center, students employed at the Counseling Center may not receive therapy at the Center while employed with this office. If mental health services are requested while employed, assistance will be provided in finding an outside service.
- Adhere to dress code and all Counseling Center policies.
- Maintain confidentiality of students using the Resource and Relaxation Room.

#### Responsibilities:

- Staff the Resource and Relaxation Room.
- Participate in all Resource Room Assistant meetings.
- Attend and be on time for scheduled shifts and meetings and find replacement for shifts you are not able to attend.
- Complete Resource and Relaxation Room projects as assigned.

Return the completed application and your class schedule for the semester you are applying for to Donna Koger, Counseling Center, Lucina Hall 314.

Thank you for your interest!

# RESOURCE ROOM ASSISTANT APPLICATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Current Campus Address: \_\_\_\_\_

Semester/Year for which you are applying: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Credits Completed: \_\_\_\_\_ GPA: \_\_\_\_\_

Year in College: \_\_\_ Freshman \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

1. Please describe any related experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Describe past or current involvement in activities or organizations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Why do you want to become a Resource Room Assistant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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4. What qualifications do you possess that will make you an effective Resource Room Assistant:

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5. In what areas do you see yourself in need of additional training: \_\_\_\_\_

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**AVAILABILITY:** Please indicate times that you will **NOT** be available to work in the Resource and Relaxation Room during the semester for which you are applying (i.e., classes, job commitments).

	Monday	Tuesday	Wednesday	Thursday	Friday
8 – 9 am					
9 – 10 am					
10 – 11 am					
11 am – Noon					
Noon – 1 pm					
1 – 2 pm					
2 – 3 pm					
3 – 4 pm					
4 – 5 pm					

Application information is confidential.

I have fully completed this application accurately to the best of my knowledge.

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

Return this form and your class schedule for the semester you are applying for to Donna Koger, Counseling Center, Lucina Hall 314.