2010-2011
Resident Assistant
Application and Information
California State University, Long Beach

Resident Assistant positions are widely recognized as one of the most meaningful work experiences offered at any university. Long Beach is no exception. To be a successful R.A. takes time, effort and a genuine caring about people and the quality of residential life. This is where you come in.

Before completing your R.A. application, it is often helpful to talk with a few people on our current residence hall staff about their experiences. It is also extremely important to READ CAREFULLY and KEEP FOR YOUR RECORDS the following information and the detailed working job description on the reverse side. All applicants need to know:

1. **Interviews:** There will be a required Get Acquainted Meeting in Los Cerritos Hall Lounge to explain the R.A. position, the screening and interview process and answer any applicant questions. You need to plan to attend on MONDAY, APRIL 12 at 3:00 p.m. or TUESDAY, APRIL 13 at 4:00 p.m. IMPORTANT: The procedure for setting up an individual interview will be explained at the April 12 and April 13 meetings.

2. **Appointments:** Resident Assistant appointments are announced in early June and are made for the academic year, subject to mid-term review. The University reserves the right to cancel appointments at any time for unsatisfactory service or budgetary constraints and retains the right to transfer an R.A. from one hall or staff to another.

3. **Compensation:** Resident Assistants receive a single room and board, as well as a stipend on their Beach Club account each semester for their services.

4. **Preferences:** Preference will be given to applicants with a GPA of 2.5 or above at the university level, at least two semesters of residence hall living experience and recently demonstrated leadership ability.

5. **Requirements:** Resident Assistants should be willing to remain on duty most weekday evenings, vacations and alternate weekends, give up any other employment or leadership positions in organizations, generally be available except when attending classes, limit evening classes to three hours and one evening per week and obtain approval of the Coordinator prior to enrolling in more than 16 units per semester.

The attached R.A. application must be received in the Office of Housing and Residential Life, California State University, Long Beach, Long Beach CA 90840-8701 no later than Friday, March 26 at 5:00 p.m. Sorry, no exceptions.

**Still have questions?** That’s a good thing. We strongly encourage anyone considering applying for an R.A. position to talk with current members of our residential life staff before submitting an application. In particular, you will find each of our Coordinators very pleased to respond to your questions about the R.A. position and our selection process.

We appreciate your interest and look forward to receiving your application in our office by March 26 and meeting you in person on April 12 or 13. Thank you!

CSULB Housing and Residential Life Staff

*(Please detach and retain this page for your records.)*
WORKING JOB DESCRIPTION

Definition
Under the direction of a Residence Coordinator, the Resident Assistant is responsible for the general welfare of a floor, wing or building of residents and assisting with development of the residential life program.

Job Characteristics
Resident Assistants are required to be available and on duty most weekday evenings, alternate weekends and specific vacation periods, if needed, during the academic year.

Typical Responsibilities
Within the on campus residence hall complex, Resident Assistants perform the following duties:

A. Office Procedures
   - Work designated office and on-call hours, provide courteous service and follow standard office procedures.
   - Check residents in and out and accurately complete necessary paperwork.

B. Program Involvement
   - May be required to actively participate in residence hall programs and activities.
   - Assume responsibility for a staff project each semester.
   - Motivate and advise residents regarding social, recreational, faculty and educational programs.

C. Building Responsibilities
   - Coordinate meetings and events in the assigned area each month.
   - Maintain assigned keys in personal possession and use only as authorized.
   - Report maintenance problems and take action to handle evening and weekend building emergencies.
   - Regularly inspect public areas of the building and attempt to locate missing furniture and promptly assist in assigning damages.

D. Resident Interaction
   - Meet regularly with all residents in assigned area.
   - Maintain weekly contact with RHA Senate, Judicial Board and Committee
   - Develop and maintain a harmonious group living situation.
   - Handle medical and other emergency problems.
   - Communicate policies to residents and encourage student responsibility.
   - Handle residence hall incidents, seek assistance, if needed, and promptly report
   - At RLC: Actively participate in the Learning Communities a) Relationships, Leadership & Community
     b) American Culture & Society

E. Staff Relations
   - Attend weekly staff meetings and work cooperatively with other staff members within the total Housing and Food Services Program.
   - Participate in staff training and all staff meetings.
   - Follow basic principles of administrative line and staff relationships.

F. Generally
   - Be available for and responsive to any unforeseen situation that may occur.
   - Accept other assignments as directed by the Coordinator.
Resident Assistant Application
California State University, Long Beach

Personal Information
Last Name: ___________________________ First Name: ___________________________ Birth Date: ____________
Campus ID: ___________________________ Male: _____ Female: _____
Home Phone or Cell Phone: ___________________________ Summer Contact Number: ____________
Best Address to contact you in June/July:
(Street address) (City) (State) (Zip Code)

Residence Hall Experience
College or University: ___________________________ Dates: ____________
Residence Hall Leadership Experience: ___________________________

Education and Interests
Major: ___________________________ Class Level: ________________ CSULB Units Earned: __________
Cumulative GPA at CSULB: ________________ GPA Last Semester: ________________
Clubs and Organizations: ___________________________
Other Interests and Activities: ___________________________
Any Other Leadership Experience / Goals: ___________________________

Staff Project
In addition to floor and building activities, Resident Assistants are asked to take responsibility each semester for one project open to all residents. Please list two R.A. Project programs or events you might like to propose:

__________________________________________________________________________
__________________________________________________________________________
Important R.A. Employment Understandings

If appointed:

Do you agree to give the R.A. position priority over other areas of activity with the single exception of your academic work?

No Yes

Do you agree to remain on duty most weekday evenings and alternate weekends?

No Yes

Do you agree to remain on duty during spring break and graduation week?

No Yes

Do you agree to give up all other employment?

No Yes

Do you understand that attendance to all sessions of staff training (8/16/10 – 8/30/10) is required. No exceptions.

No Yes

Do you understand that attendance to all sessions of staff training (1/18/11 – 1/22/11) is required. No exceptions

No Yes

Is there any reason to keep you away from campus weekends or other times such as research, athletic events, reserve commitments, etc.?

No Yes

Do you plan to take student teaching, field study or an internship next year?

No Yes

Do you plan to take more than three (3) hours of evening classes (after 7 p.m.)?

No Yes

Are there any residence hall policies you would be uncomfortable fully supporting?

No Yes

How many evenings per week will your classes meet after 7 p.m.?

No Yes

How many units do you plan to take next year?  Fall: Units____  Total Hours in Class/Lab____  
Spring: Units____  Total Hours in Class/Lab____

References

If possible, at least one of your two references listed should be a current or former employer. It is not necessary for you to request letters of reference be sent on your behalf.

1. 
(Name)  (Position)  (State)  (Phone)

2. 
(Name)  (Position)  (State)  (Phone)

Applicant’s Statement

Please attach a brief statement (approximately one page) indicating your reason for seeking the R.A. experience, (b) what you see as the most important aspect of the R.A. position and (c) any other ideas or information you would like us to know.

Hall Preference

Please indicate your hall preference by numbering in order of preference below.

Los Alamitos Hall ______  Residence Commons ______  International House____

Los Cerritos Hall ______  Parkside Commons ______  RLC ______

Your signature affirms that all information on this application is true to the best of your knowledge.

________________________
Signature:  ________________  Date:  ________________

CSULB Housing and Residential Life