



**CAL STATE LA**  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## HOUSING SERVICES – RESIDENCE LIFE RESIDENT ASSISTANT APPLICATION 2017 – 2018

Dear Applicant,

Thank you for your interest in a Residence Assistant position for the 2017-2018 year. There are few positions that offer opportunities for personal growth and challenge through a hands-on experience like this one. The rewards of positively impacting the lives of your peers are endless! The experiences, skills and friendships you will develop in just one year will greatly impact you and those around you for your entire life.

**Read through the requirements carefully: incomplete applications will not be considered.** There are a number of requirements and deadlines that must be met with this application and interview process. Please note the days and deadlines below. Please save this information as you'll need to refer to it as you move through this process.

Date and Time	Description
Tuesday, November 22, 2016	Application packets available at the Information Sessions and on the Housing Website. <a href="http://www.calstatela.edu/housing/student-employment">http://www.calstatela.edu/housing/student-employment</a>
<b>We highly recommended that applicants attend one of the following information sessions:</b>	
Tuesday, November 29, 5–6 p.m.	All sessions are located in the Phase II Lounge.
Thursday, December 1, 12:30–1:30 p.m.	
Monday, December 5, 4–5 p.m.	
Friday, January 27, 2–3 p.m.	
Monday, January 30, 7–8 p.m.	
<b>RA SELECTION PROCESS TIMELINE</b>	
Friday, February 3, by 5 p.m.	RA Application materials are due to the Housing Office
Tuesday, February 7	Group Process Invitation Notification via Cal State LA Email
Friday, February 10, 1–5 p.m. and Saturday, February 11, 10 a.m.–2 p.m. in the Phase II Lounge	Group Process
Tuesday, February 14	Notification of invitation for individual interviews.
Thursday, February 23 – Friday, February 24	Individual interviews from 10:00am-4:00pm
Friday, March 3	Offer letters picked up at the Housing Office
Tuesday, March 7, by 5 p.m.	RA acceptances are due to the Housing Office

### A COMPLETE APPLICATION WILL CONSIST OF:

- One Resident Assistant Application, complete with signature on last page**
- Corresponding responses to “Section V” questions attached to the application.**  
*NOTE: Responses to each short essay should be no longer than a paragraph, typed, single-spaced, 12 pt font.*
- A Copy of an Unofficial Transcript** (a printed copy from online is acceptable) Transfer students please include a copy of transcripts from previous institutions.

If hired, it is *mandatory* that you attend a scheduled training session on Friday, April 14, 2017, 3–6 p.m.

This training will give you a chance to ask questions, get an RA perspective on the position, as well as receive a better understanding of Student Affairs and the Role that the RA plays in Housing Services and on campus. Additionally, this session will be used as an opportunity to complete Contracts, License Agreements and Payroll paperwork. Whether you have been hired as an Academic Year RA or given Alternate Status, it is imperative that you attend. The information obtained during this training will be vital to your success in the position.

If you have any questions about the process, please call Sam Prater at 323-343-4812 or [sprater@calstatela.edu](mailto:sprater@calstatela.edu). We hope you have fun with the process and we wish you the best of luck!

*Please detach this page from the application and keep it for your reference of important dates throughout the process.*



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# HOUSING SERVICES - RESIDENCE LIFE RESIDENT ASSISTANT APPLICATION 2017 – 2018

## I. PERSONAL DATA

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

CIN: \_\_\_\_\_ Cal State LA Email Address: \_\_\_\_\_ @calstatela.edu

Cell Phone: \_\_\_\_\_ Additional Email: \_\_\_\_\_

Housing Address: \_\_\_\_\_  
Building / Apartment Number / Bedroom Letter (ex., 5-5308A or EAST 154C)

Permanent Address: \_\_\_\_\_  
Number and Street City and State Zip Code

## II. ACADEMIC BACKGROUND

Current Class Level:  First Year  Sophomore  Junior  Senior  Graduate

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

Cumulative Grade Point Average: \_\_\_\_\_ Number of units enrolled in for Fall 2017: \_\_\_\_\_

*\*NOTE: If you have less than a 2.5 GPA at the time of your application, you must submit a letter with your application explaining how you will achieve these minimum qualifications by the end of spring 2017.*

Other College or Universities Attended:

Name of Institution	Degree Earned	Dates Attended
_____	_____	_____
_____	_____	_____

## III. COMMITMENTS FOR 2017-2018

Please list the commitments you anticipate having next year, such as number of academic units, Greek membership, leadership in campus groups / student organizations, jobs, specific work required for major, etc.

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**IV. BACKGROUND EXPERIENCE** (Please use additional sheets if necessary)

**1. Campus Living Experience**

Have you ever lived in an on-campus residence area? Yes \_\_\_ No \_\_\_

If yes, where: \_\_\_\_\_ For how long: \_\_\_\_\_

**2. Work / Volunteer / Leadership Experience**

Please list all applicable experiences:

Dates: \_\_\_\_\_ Name of Employer/Organization: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_ Name of Employer/Organization: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_ Name of Employer/Organization: \_\_\_\_\_

Position: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

\_\_\_\_\_

**V. SHORT ESSAY**

Please type your responses to the following questions and attach to your application form. **Make sure that any attachments have your name clearly marked in the top right hand corner of each sheet.** Responses to each short essay question should be no longer than a paragraph. Your short-essay section should *not* exceed a total of two pages in length.

**A. Please apply your experiences to the following questions:**

1. What do you feel are the responsibilities of Resident Assistants when serving as role models to residents and other student staff members?
2. Why do you want to be a Resident Assistant and how will your previous or current leadership and employment experiences assist you in fulfilling this position?
3. Please describe your experience in the following areas:
  - Counseling / Advising
  - Programming & Event Planning
  - Safety & Security

**B. As a Resident Assistant, you may be placed in any of our Themed Living Community. Select the community you are most interested in working in:**

- Gender Neutral Inclusive    Scholars-Honors    Halisi Scholars    Graduate  
 First Year Residential Experience    No Preference

1. What do you feel are the unique needs of the different student populations?
2. As a Resident Assistant, how would you contribute to the community that you have selected?

**VI. ADDITIONAL INFORMATION**

I have read the information for the Resident Assistant position and completed all required materials. I meet the minimum qualifications or I have attached the necessary exception and know the expectations of the position. I understand that no application will be considered unless the application, unofficial transcripts, and type-written short essays are received by Housing Services by the deadline of **5 p.m. on Friday, February 3, 2017.**

I certify that all the statements I have made are true to the best of my knowledge and belief. I authorize investigation of all statements contained in this application that may be necessary in arriving at an employment decision and that this investigation includes checking university records to verify my GPA. I understand that I will be required to submit to a LiveScan background check prior to my employment and any false or misleading information in my application or selection process may result in discharge. I also understand that, if hired, I may be asked to prove my identity and work authorization as required by the Immigration Reform and Control Act of 1986. I further understand that I am required to abide by all rules and regulations of the University and Housing Services.

Signature: \_\_\_\_\_

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

*Please detach the first page from this application and keep it for your reference of important dates throughout the process.*

California State University, Los Angeles, does not discriminate against employees, students or applicants on the basis of race, color, religion, national origin, sex, sexual preferences, marital status, pregnancy, disability, age, veteran status, or political affiliation.