Resident Assistant Application Packet

2015-2016 Academic Year

California State University, Bakersfield
Office of Residence Life
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Office of Residence Life

Resident Assistant Position Description

The Resident Assistant (RA) is a part-time para-professional staff member working for the Office of Residence Life and the Division of Student Affairs. RAs must possess a willingness to commit time and energy to help develop an educational environment in the residence halls and to provide services for residents. RAs are expected to work cooperatively and effectively with peers, University staff and faculty. The RA position requires flexibility, adaptability, strong decision-making skills, and enthusiasm in order to respond to changing needs and situations. RAs must also be willing to confront violations of University policy and effectively resolve individual and group conflicts. The necessary qualifications and major responsibilities of the position are described below.

Qualifications

Due to the nature of this position, all RAs are required to meet or fulfill certain qualifications established by the Office of Residence Life. The following stipulations are placed on students hired to serve as RAs:

- Have and maintain a minimum quarterly and cumulative GPA of 2.25.
- Applicants must be full time CSUB students with one year of University studies completed.
- Have and maintain a good disciplinary record at CSUB.
- Residence hall or group living experience preferred.
- Demonstrated leadership experience required.
- Experience in working with diverse groups.
- Must be available to work the entire academic year.
- Outside commitments cannot interfere with the RA position.

Responsibilities

The following items are the basic responsibilities of a Resident Assistant. Specific responsibilities may vary slightly according to residential area.

I. Community Development
   A. Foster a sense of community among students living in residential areas.
   B. Know residents individually and develop appropriate interpersonal relationships with each member of the community.
   C. Provide consistent communication with residents through individual interaction, post all University and residence life notices appropriately, hold regular floor/hall meetings, develop programs, etc.
   D. Work with University staff and residents to maintain safe living conditions including fire safety and personal security equipment.
   E. Identify, develop, support the goals and work with student leaders in residence hall areas including Residence Hall Association organization and other student groups.
   F. Encourage participation in building and campus-wide programs and activities.
   G. Foster an environment conducive to academic success.
   H. Create monthly educational bulletin boards.

II. Programming
   A. Develop, implement and evaluate programs and activities for residents.
   B. Support and encourage participation in University activities sponsored outside the Office of Residence Life.
   C. Solicit faculty participation in residence hall programs and activities.
   D. Involve residents in the planning and implementation process of programs.

III. Peer Advisor/Referral Person
   A. Role model appropriate behavior and attitudes.
   B. Help residents adjust to University life with respect to a variety of developmental issues.
   C. Mediate conflicts between students including roommate conflicts.
   D. Spend adequate time in building and in residential area fostering approachability with residents.
E. Serve as a resource person for University services such as the Office of Student Involvement and Leadership, Health Center, Counseling Center, UPD, Academic Support Services, Office of Career Exploration and Community Engagement, etc.

F. Refer students to the appropriate University resource for assistance and information.

G. Respond to emergency situations.

H. Maintain a positive attitude and demonstrate enthusiasm for the RA position.

I. Information you learn regarding fellow CSUB students should be kept confidential unless it is a health or safety concern, which should then be brought to your supervisor’s attention.

IV. Community Standards Agent

A. Adhere to residence life and University policies.

B. Confront all incidents of inappropriate behavior and refer students for assistance.

C. Document violations of University rules and regulations.

D. Inform students of policies and procedures as well as safety and security issues.

E. Maintain a fair and impartial disposition towards residents regardless of their disciplinary history.

F. Address Community Standard issues within building.

V. Administrative

A. Attend and participate in regularly scheduled weekly staff meetings.

B. Meet with supervisor on a regular basis to discuss building/residential issues, performance issues and personal concerns.

C. Attend and participate in all training activities including Fall RA training that will begin two to four weeks prior to hall opening; Winter Staff Preparation Days, Winter Renewal Training, Spring Orientation, and Staff Development Sessions. These training dates are non-negotiable and include both day and evening workshops. No other plans may be made during these days.

D. Assist with the opening/closing of the residence halls at the beginning/end of the year and for all break periods, and conduct required health and safety inspections. For residence hall closings, RAs are required to remain on campus until each residential areas inspection is complete.

E. Complete routine paperwork (i.e., program request forms, room/common area condition reports, duty reports, maintenance reports, occupancy checks, incident report forms, etc) accurately and on time.

F. Assumes duty approximate to twice per week, four weekends per quarter, and as assigned by supervisor. Responds to inquiries and emergencies from residents, University police and other University units as directed. Must be accessible and physically able to respond to situations at all times when on duty. Will be required to serve on duty during quarterly breaks.

G. Submits daily reports of any damage or maintenance requests to the Housing Office. Performs periodic walk through, and responds to maintenance and custodial needs on a routine basis so as to maintain a quality physical environment. Daily interaction is expected with the Housing Office.

H. Participate in recruitment and selection of subsequent RA staff, including orientations, informational sessions, and interviews.

I. Assist in filling the void if a position within your area becomes vacant.

J. Check email and Office of Residence Life mailbox on a daily basis.

Terms of Employment

The employment period for an RA is for one entire academic year (Fall, Winter, and Spring). While employed it is expected that all RAs:

- Maintain a minimum quarterly and cumulative GPA of 2.25 throughout the entire term of employment.
- Remain full-time students at California State University, Bakersfield.
- Return approximately two to three weeks early during the summer to attend Fall Training and return to the University prior to the opening dates at each break, as well as stay beyond the closing dates at each break as directed by the Office of Residence Life.
- Receive approval from supervisor prior to participating in secondary employment or major extracurricular activities (athletics, Greek organizations, student government, etc.).
- All outside commitments or activities are subject to supervisor’s approval. Staff members will place the RA job second only to their studies as a priority for the academic year. Other activities such as fraternities, sororities, community organizations, other jobs, etc, will be scheduled around the RA job. On or off campus work may not exceed 15 hours per week.
- Fulfill all RA responsibilities
- Fullfill other duties as assigned by supervisor or Assistant Director of Residence Life.
Compensation
RAs receive a credit that covers a single residence hall room rate, monthly stipend, and meals for the academic year as in-kind payment. In-kind payment is considered income and may affect Financial Aid Awards.

Employment
Employment begins in August 2015 and continues until the residence halls close at the end of the Spring Quarter in June 2016. RA responsibilities include all trainings, building openings and closings and quarterly breaks. Specific dates will be available at a later date.

Application Process
To be considered as an RA applicant, the student must:

- Submit completed RA application by submitted to the Office of Residence Life by Monday, April 27, 2015 by 5:00PM. Applications received after the deadline will not be considered.
- Have 2 reference forms completed (provided in application packet) by: A present or former employer, current faculty/staff members, teacher or school counselor. Reference forms are due by Friday, May 8, by 4:30PM. Candidates whose references are received after the deadline will not be considered.
- All applicants are encouraged to submit a copy of your current resume.
- Attend and participate in the resident assistant Group Process interview and individual interview on Saturday, May 2 from 7:30AM to 5:30PM. The specific Group Process and individual times will be announced to each candidate by Wednesday, April 29th.

Hints to Help You Prepare for the Interview Process

Interview Tips
- Dress neatly and professionally.
- Do not chew gum.
- Be five minutes early for your interview.
- Familiarize yourself with the job description and requirements—Talk to your current RA to learn more about what the position entails.
- Come prepared with questions.
- Be ready to talk about yourself and accomplishments.
- Be yourself!

Possible Interview Questions
- What interests you in the RA position?
- What strengths do you think you can bring to this position?
- What do you like about being a student on campus?
- What aspects of the RA position would you find challenging?
- How would you go about meeting your residents and establishing a community in your building?

RA Selection Timeline

Monday, April 27th
Applications due to the Office of Residence Life

Saturday, May 2nd
Group Process/ Individual Interview Day

Friday, May 8th
References due to the Office of Residence Life

Before May 14th
Decision email sent to all candidates

*Remember, the Resident Assistant Interview Day is not optional, all applicants are required to attend.*