

# Resident Assistant 2018-2019 Application

Cleveland State University Residence Life  
**ENGAGED** *Living*

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Dear Resident Assistant Applicant:

We are excited that you are interested in being a Resident Assistant at Cleveland State University! Our RAs are committed individuals who have a great interest in developing their communities while also developing themselves academically and professionally. The residence halls at Cleveland State University are a great place for students to learn and to have fun. American Campus Communities is seeking student leaders with a strong commitment to developing community, helping to educate others, and creating the premier student living experience. As American Campus Communities employees, the RAs are responsible for facilitating positive relationships among students and staff, and for performing a variety of duties critical to the success of the community. Please take some time to carefully read this letter. If, after reading all of the materials, you are interested in applying for the Resident Assistant position, please continue the application process by completing the following steps:

1. Submit your on-line application at -  
<https://tinyurl.com/CSUra1819>
2. Submit to the office of Residence Life the following documents:
  - A copy of your unofficial transcript
  - A copy of your cover letter
  - A copy of your resume
  - A list of anticipated non-class commitments for the 2018-2019 academic year
  - Your answers to the essay questions listed on the attached document
  - 2 completed recommendation forms

All Resident Assistant candidates must meet the following criteria to be considered:

- Minimum of a 2.5 cumulative GPA
- Must maintain at least 12 hours (or 8 hours for graduate students, or 12 hours for law students) of enrollment each academic term through employment
- In good academic and judicial standing

The selection process and timeline is outlined below for your convenience. **Please note that all materials are to be submitted to the Department of Residence Life, Euclid Commons room 198, by January 22, 2018 at 5pm.**

**SELECTION PROCESS AND TIMELINE**

To be completed by candidate before 1/22/18 at 5:00 p.m.

- Submit RA application online (<https://tinyurl.com/CSUra1819>)
- Submit the following items to the Residence Life office
  - Two Completed recommendation forms
  - Unofficial transcript
  - List of non-class time commitments for coming school year
  - Answers to essay questions
  - Copy of cover letter
  - Copy of resume

Notifications sent to candidates about whether or not they will continue in the process.....1/29/2018  
 Candidates participate in a Group Process (Mandatory) .....2/11/2018  
 Candidates participate in Individual Interviews (Mandatory).....2/12 to 2/23/2018  
 Offer letters available for selected candidates .....3/09/2018

All candidates who are offered and accept positions are **required** to attend:

Fall Training: .....8/11 to 8/23/2018  
 Resident Move in: .....8/24 to 8/26/2018

Thank you for your interest in the Resident Assistant position. If you have any questions regarding the position or the process, please call 216-687-5196.

Sincerely,

Tess Cardoza-Hawk  
 Associate Director of Residence Life  
 Cleveland State University



## NEED TO KNOW INFO: RESIDENT ASSISTANT POSITION

### Employment Period

The official period of employment begins with staff training in mid-August 2018 and ends the Monday after Commencement at the end of the academic year in May 2019.

### Grades

Due to our department's commitment to academics, **resident assistants must maintain a minimum cumulative and semester GPA of 2.5 while carrying a full-time course load, 12 undergraduate credit hours or 8 grad credit hours or 12 law credit hours, each semester. If the cumulative or semester GPA falls below a 2.5, an RA may be terminated.** Additionally if an RA drops a class, he/she must notify his/her direct supervisor.

### Time Commitments

This is only an example of the estimated hours per week for the RA position

Duty/Emergency	5 hours
Paperwork	2 hours
Meeting with supervisor	1 hour
Staff meeting	2 hours
Programming	5 hours
Student Contact	5 hours
Administrative shifts	4 hours

We also suggest you leave time for other miscellaneous events, such as helping with RA selection and in-service trainings. Therefore, you should think of the RA position as a commitment of **an estimated 24 hours per week.**

### Meetings

Resident Assistants are **required** to attend all staff and special meetings called by their supervisor or the director. Typically, staff meetings are held in the evening. An individual meeting is held every week with your supervisor during a pre-scheduled time. No non-academic or other commitments should be planned for this time. It is expected that all staff members plan their time in order to be present and on time for all meetings.

### Departmental Support

Periodically through the term of employment, RAs may be asked to support certain departmental initiatives such as customer service feedback survey, academic program support, campus/residence hall tours, etc.

### **Semester Breaks**

Our residence halls remain open 365 days a year, including winter and spring break. This means that duty/on-call coverage is required. A minimum of one staff member must be present in the building. It is imperative that open and early communication is used prior to the onset of these semester breaks in order to appropriately plan for them.

### **Other Employment\Outside Time Commitments**

**Resident staff positions are considered a student's primary employment during the academic year.** Since the RA position is considered a 24 hour per week job, other time commitments (other jobs, involvement in student organizations, etc.) are limited to 15 hours per week. You must receive approval from your Resident Director prior to committing to another position.

### **Summer Employment**

Summer employment opportunities in our department are available. During the spring semester, employment opportunities for the summer will be advertised. Priority goes to current staff members who will be returning, then to current staff members who will not be returning, then to anyone else who is interested.

### **Registration**

All staff members must register for classes on time, including tuition payment. All registrations must be completed prior to move-in for the fall semester and prior to returning for the spring semester.

### **Temporary Roommates**

Due to the higher demand of our residence halls in the past few years the university has asked us to provide temporary housing for individuals during the first few weeks of classes. Resident Assistant rooms have been selected to house these individuals during the temporary housing period in order to provide these much needed spaces. **All resident assistants should expect a roommate during the beginning of the year.**

**PERSONAL DATA** - Please type or clearly print in black or blue ink.

Name	E-mail Address  (Should be the same as the one on your résumé)
Major	Cumulative GPA
Class Status	Anticipated Graduation Date
Mailing Address	Phone Number

**PLEASE TYPE RESPONSES AND ATTACH:**

**1. ADDITIONAL TIME COMMITMENTS:**

Please list any commitments (academic, employment, co-curricular activities, etc.) you expect to have during the 2018-2019 academic year and the number of hours per week each will require.

**2. BRIEF SELF DESCRIPTION:**

To obtain a better understanding of whom you are and why you would like to be a resident assistant, please answer the following questions:

- Why do you think you would be a good resident assistant?
- Why would you like to be a resident assistant?
- Describe your particular strengths and weaknesses that will have an impact on your performance as a resident assistant.

**3. PROGRAMMING:**

Resident assistants actively participate in developing and implementing community programs and events. These include social, recreational, cultural and educational activities. Please indicate below six specific programs you would organize and implement if you were selected as a resident assistant. **Please include in your list how the program would contribute to the development of a healthy community which focuses on the academic success of its residents.**

**I UNDERSTAND THAT MY SIGNATURE BELOW:**

1. Certifies that the information which I am providing on this application is, to the best of my knowledge, accurate and complete;
2. Indicates that I voluntarily give the Department of Residence Life of Cleveland State University permission to verify the information I have provided;
3. Certifies that I fully understand the position description of the Resident Assistant position and all expectations of the job.

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

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

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**RESIDENT ASSISTANT RECOMMENDATION #1**

**DEPARTMENT OF RESIDENCE LIFE – CLEVELAND STATE UNIVERSITY**

NAME OF CANDIDATE: \_\_\_\_\_

NAME OF REFERENCE: \_\_\_\_\_

**TO BE COMPLETED BY CANDIDATE**

Two recommendations are required. Please complete the short section which follows and forward this form to the individuals you have selected to serve as a recommendation. They will need to submit the completed form by January 22, 2018 at 5pm to the address below in a sealed, confidential envelope.

**Please note that your recommendations may not come from current Resident Assistants.**

Please check one of the following and sign below, indicating your preference.

- I waive access to this evaluation, which shall be considered confidential.
- I do not waive access to this evaluation, which shall be considered not confidential.

SIGNATURE OF CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TO BE COMPLETED BY REFERENCE**

**RESIDENT ASSISTANT DESCRIPTION:** A Resident Assistant (RA) is a paraprofessional staff member who works as a team member facilitating the community development within the residence halls at Cleveland State University. The RA receives direct supervision from a Residence Director and completes administrative tasks, plans activities to promote community and student development, enforces community policies, responds to resident concerns, and develops opportunities for positive interaction and learning. RAs must be able to balance their commitments, manage their time, plan ahead, exercise sound judgment, and work independently

**How long and in what capacity have you known this candidate?** \_\_\_\_\_

**PLEASE CHECK THE APPROPRIATE BOX FOR EACH CATEGORY**

	Superior	Strong	Average	Weak	No Observation
<b>Maturity</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the candidate's ability to perform the duties of this position as described above. Include specific examples to support your comments. Please comment on areas of strength and challenge regarding this position. Feel free to use the back of this sheet for your comments or attach a separate letter.

Please check only one of the following statements:

- I highly recommend this candidate
- I recommend this candidate
- I recommend this candidate with reservations
- I do not recommend this candidate

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

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

Title: \_\_\_\_\_

**The Department of Residence Life at Cleveland State University and American Campus Communities thanks you for taking the time to complete this recommendation on behalf of the candidate. Please return this form to below address by January 22, 2018 at 5pm.**

**Department of Residence Life  
c/o Resident Assistant Selection Committee  
2450 Euclid Ave. #198  
Cleveland, OH 44115**

**Please seal the envelope and mark 'CONFIDENTIAL'.**

**RESIDENT ASSISTANT RECOMMENDATION #2**

**DEPARTMENT OF RESIDENCE LIFE – CLEVELAND STATE UNIVERSITY**

NAME OF CANDIDATE: \_\_\_\_\_

NAME OF REFERENCE: \_\_\_\_\_

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<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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