

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

Name	E-mail Address
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 2019-2020 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 describe **three** specific programs you would organize and implement if you were selected as a resident assistant.

**4. RESUME**

Please attach a typed copy of your current resume.

**5. REFERENCES**

Please attach a list of at least TWO references who can speak to your qualifications for this position. Please include the following for each:

- First and last name
- Relationship to you
- Phone number

**I UNDERSTAND THAT MY SIGNATURE BELOW:**

Certifies that the information which I am providing on this application is, to the best of my knowledge, accurate and complete;

1. Indicates that I voluntarily give the Department of Residence Life of Cleveland State University permission to verify the information I have provided;
2. Certifies that I fully understand the position description of the Resident Assistant position and all expectations of the job.

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

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

**\*ALL MATERIALS ARE DUE TO TESS CARDOZA-HAWK at [t.cardoz@csuohio.edu](mailto:t.cardoz@csuohio.edu) by 5PM on JUNE 28, 2019\***

# Resident Assistant 2019-2020 Application

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

This page left intentionally blank

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:

- Submit your on-line application at - <https://tinyurl.com/1920RACSU>
- Submit to the office of Residence Life the following documents:
  - A copy of your resume
  - A list of anticipated non-class commitments for the 2019-2020 academic year
  - Your answers to the essay questions listed on the attached document
  - Names and contact information for 2 references, including the following information for each reference:
    1. First and last name
    2. Relationship to you
    3. Phone number

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 June 28, 2019 at 5pm.**

Materials can be emailed directly to Associate Director Tess Cardoza-Hawk at [t.cardoza@csuohio.edu](mailto:t.cardoza@csuohio.edu)

**SELECTION PROCESS AND TIMELINE**

To be completed by candidate before 6/28/19 at 5:00 p.m.

- Submit RA application online (<https://tinyurl.com/1920RACSU> )
- Submit the following items to the Residence Life office
  - Copy of resume
  - List of non-class time commitments for coming school year
  - Answers to essay questions
  - Information for two references. Must include the following for each reference:
    - First and last name
    - Relationship to you
    - Phone number

Notifications sent to candidates about whether or not they will continue in the process.....7/1/2019

Candidates participate in Individual Interviews (Mandatory).....7/8 to 7/12/2019

- Interviews may be conducted over the phone for out-of-state candidates

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

Fall Training: .....8/9 to 8/22/2019

Resident Move in: .....8/23 to 8/25/2019

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 2019 and ends the Monday after Commencement at the end of the academic year in May 2020.

### **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.**