



RESIDENT ADVISOR APPLICATION 2009 – 2010

Application must be typed or printed legibly

I. PERSONAL DATA

Position Applying For: (If applying for more than one position, please rank order your preference)

- New Resident Advisor
 Summer Resident Advisor Returning Resident Advisor

If not offered an RA position, are you interested in being selected as a Welcome Week Leader? Yes / No (Circle)

**Note: A Summer RA for Summer 2009 cannot be a RA for Academic Year 2009-2010*

Name: _____ Preferred Name: _____
Last First Middle Initial Nickname

Local Address: _____
Number and Street City and State Zip Code

Preferred Phone: _____ CPP Email Address: _____

Permanent Address: _____
Number and Street City and State Zip Code

Permanent Telephone: _____ Bronco Student ID#: _____

New RA Applicant ONLY- Part of the New RA Application Process involves attending a Mandatory Group Interview Process. Please indicate ALL availability (to ease scheduling, please check BOTH if you are available and we will assign you to one):

- Thursday, April 2nd 5:00-7:30pm Friday, April 3rd 3:30pm-6:00pm BOTH

II. ACADEMIC BACKGROUND

Current Class Level: Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____

Cumulative Grade Point Average: _____ Number of units completed by end of Spring 2009: _____

Other Colleges or Universities Attended:

Name of Institution	Degree Earned	Dates Attended

III. COMMITMENTS FOR 2009-2010

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

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

1. Group Living Experience

Please include name of residence hall, role (resident, RA, Senator etc), and dates you resided in each community.

Building: _____ Role: _____ Dates: _____

Building: _____ Role: _____ Dates: _____

Building: _____ Role: _____ Dates: _____

2. Work Experience

List employment and volunteer experiences:

DATES EXPERIENCE SUPERVISOR

3. Leadership Experience

List and describe any previous experiences that have prepared you to work with the diverse population of students living in the residence halls.

V. SHORT ESSAY

Please type and attach your responses to the following questions to your application form. Make sure that any attachments have your name clearly marked in the top right hand corner of each sheet. Please turn in no more than 1 page (typed, double-spaced, 12 pt. font) to answer the short essay question.

1. Why do you want to serve as a Resident Advisor, and what qualifications and experiences will you bring to the position?

VI. REFERENCES

Please use the attached candidate reference forms to solicit recommendations from two people. References can include faculty members, work supervisors, resident advisors or any other persons who are able to assess your leadership and performance potential as it applies to the residence life position. NOTE: Residence Life Team professional staff members (Residence Life Coordinators etc.) cannot be a reference in this process. Candidate reference forms are due to Building 59, La Cienega by 5:00pm March 13, 2009.

VII. APPLICANT INFORMATION

A COMPLETE APPLICATION WILL CONSIST OF:

- One Resident Advisor Application, complete with inked signature on last page
- Corresponding responses to "Section V" questions attached to the application.
NOTE: Responses to "Section V" should be no longer than 1 page, typed, double-spaced, 12 pt font.
- A Copy of an Unofficial Transcript. Transfer students please include a copy of Transcripts from previous institutions
NOTE: printed copy from internet is okay
- Two References (use "candidate reference form" in packet)
NOTE: Residence Life Team professional staff members (Residence Life Coordinators, etc.) cannot be a reference in this process

VIII. STATEMENT OF UNDERSTANDING AND RELEASE

I have read the information for the Resident Advisor position and I meet the minimum qualifications and know the expectations of the positions. I understand that no application will be considered unless the application, reference forms, and type-written Short Essays are received by University Housing Services (building #59) by the deadline of **March 13, 2009 at 5pm.**

I certify that all the statements I have made are true to the best of my knowledge. I authorize investigation of all statements contained in this application that may be necessary in arriving at an employment decision. I understand that this investigation includes checking university records to verify my G.P.A. as well as judicial and financial standing. In the event of employment, I understand that false or misleading information in my application or selection process may result in discharge. I understand if hired, I may be asked to prove my identity and work authorization as required by the Immigration Reform and Control Act of 1986. Also, I understand that I am required to abide by all rules and regulations of the employer.

Signature: _____

Date: _____

California State Polytechnic University, Pomona 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



RESIDENT ADVISOR SELECTION TIMELINE 2009 – 2010

Dear Applicant,

Thank you for your interest in a Residence Life position for the upcoming 2009-2010 year. There are few positions that offer opportunities for personal growth and challenge through the hands-on experience like the Residence Life positions. 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.

As with any application and interview process, there are a number of requirements and deadlines that must be met, so please note the information listed below. This information is intended to serve as your guide throughout the process. Lastly, please realize that incomplete and late applications will not be considered. Have fun and good luck!

Resident Advisor Selection Process Timeline:

Monday, January 26, 2009	Application packets available online and in Building 59 (La Cienega)
The following Information sessions are mandatory and must be attended in order to apply all candidates must attend at least one:	
Tuesday, February 17 @ 12:15pm	New RA Info Session in Los Olivos Blue Room
Wednesday, February 18 @ 7:00pm	New RA Info Session in Vista Bonita Study Room
Thursday, February 19 @ 12:15pm	New RA Info Session Career Services Conference Room 128
Tuesday, February 24 @ 12:15pm	New RA Info Session in Encinitas Lobby
Wednesday, February 25 @ 7:00pm	New RA Info Session in Encinitas Lobby
Monday, March 2 @ 5:00 pm	New RA Info Session in Encinitas Lobby
Friday, March 13	All Application materials are due to Building 59 (La Cienega) by 5:00pm
Wednesday, April 1	New RA Interviews and Group Interviews Offered via CPP Email
Wednesday, April 1 – Friday, April 3	Candidates Sign Up for Interview times in Building 59 (La Cienega) <i>(sign ups close Thursday at NOON)</i>
NEW APPLICANTS ONLY YOU WILL BE ASSIGNED TO ONE:	Group Process Interview Group A Group Process Interview Group B
Monday, April 13 – Wednesday, April 15	New RA Interviews
Monday, April 20, 2009	Offer letters made available at Building 59, La Cienega by 2:00 pm.

If you have any questions about the process, please call Jame'l Hodges, Coordinator of Residential Education & Leadership, at (909) 869-5103 or email at jrhodges@csupomona.edu. Good luck during the selection process!

Jame'l Hodges, *Coordinator of Residential Education & Leadership*
Phone: 909-869-5103 Email: jrhodges@csupomona.edu

Please detach this sheet from the application for your reference of important dates throughout the process.