



OFFICE OF STUDENT HOUSING

**RESIDENT ADVISOR  
JOB DESCRIPTION  
2017-2018 ACADEMIC YEAR**

The Resident Advisor (RA) is a mature, responsible student who is a salaried staff member in the Office of Student Housing (OSH) chosen on the basis of leadership, character, and the ability to relate well with others. RAs complement and supplement the process of formal education by enhancing the quality of life in the Lodges. The RA is concerned with the growth and development of each individual in his/her building. Each RA is also responsible for promoting a community environment conducive to the individual rights and responsibilities of students.

Under the direct supervision of the Assistant Director (AD) of Student Housing, the RA will fulfill the general responsibilities and requirements listed below **and** in the employment agreement.

**I. Requirements for the Position**

- a) Must abide by and uphold all college rules and regulations while in the employ of College of the Siskiyous as a staff member.
- b) A 2.5 cumulative average for hiring; 2.5 cumulative average to be maintained throughout the academic year.
- c) Must be a full-time registered COS student (12 credits).
- d) Attend all training workshops prior to the fall and spring Semesters.
- e) Sign an annual room and board contract, obtain a meal plan, and take meals in the college dining facilities.
- f) The RA must schedule time to perform the necessary and specific job responsibilities as well as be available when called upon by students for emergency purposes. A minimum of 15 to 20 hours a week must be allocated by a RA to serve the needs of his/her residents and assist the Office of Student Housing. RAs are expected to be available on a daily basis to provide assistance to students, including weekend, evening, and overnight hours.
- g) The RA is expected to remain on campus during most weekends and participate in a rotating duty process for their residence area.

**II. Specific areas of responsibility (employment agreement provides full description)**

**Support, Advising and Referral**

**Information and Communication**

**Community Development & Program Planning**

**Policy Communication**

**Administrative Support**

**Safety and Security**

**III. Compensation**

- a) For the academic year and all training periods the RA receives the following compensation:
  - 1) Single room, furnished room with bed, desk and drawer
  - 2) ½ of a full (2,000 point) meal plan
  - 3) Approximately \$100 per month stipend



OFFICE OF STUDENT HOUSING

Resident Advisor Application 2017-2018

Application Deadline: Friday, April 7th at 5:00pm

Please complete this fillable form entirely and submit it to the Student Lodge Office along with your reference letter. If a question is not applicable please indicate the section with a N/A. Any application or attachments after the deadline or incomplete may not be processed.

Personal Information:

Form fields for Personal Information: First Name, Last Name, Permanent Home Address, City, State, Zip Code, Permanent Home Address (Line 2), Home Phone Number, Cell Phone Number, Text Acceptable, Primary Email Address, College of the Siskiyous Student Email, Lodge Building / Room Number.

Academic Information:

Form fields for Academic Information: First Semester at COS, Transferred to COS, Major/Field of Study, Objective while COS, Units Planned for Enrollment, Total Units Completed, Last Semester GPA, Cumulative GPA, End of: Expected Graduation/ Transfer Date.

**REFERENCES**

PLEASE LIST TWO REFERENCES (ONE MUST BE A COS FACULTY OR STAFF MEMBER) THAT WILL BE SUBMITTING LETTERS ON YOUR BEHALF. A FORM FOR EACH WRITER IS ENCLOSED.

NAME \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**QUESTIONS**

*PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS. YOU MAY TYPE YOUR ANSWERS ON A SEPARATE PAGE AND ATTACH THEM TO YOUR APPLICATION IF PREFERRED.*

1. WHAT INTERESTS YOU ABOUT BEING A RESIDENT ADVISOR, AND WHAT ARE THE STRENGTHS THAT YOU WILL BRING TO THE POSITION?

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2. WHAT ARE BENEFITS YOU SEE RESULTING FROM COMMUNITY LIVING AND HOW MIGHT YOU SUPPORT THESE AS A RESIDENT ADVISOR?

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3. WHAT EXPERIENCE HAVE YOU HAD WORKING, LIVING, OR GOING TO SCHOOL WITH PEOPLE WHO ARE DIFFERENT FROM YOURSELF AND HOW MIGHT THIS HELP YOU AS AN RA?

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**WORK EXPERIENCE, PAID AND VOLUNTEER**

Employer	From	To	Duties

**EXTRACURRICULAR INFORMATION**

ARE YOU INVOLVED IN ANY CLUBS, SPORTS, OR JOBS WHILE YOU ARE AT COS? IF SO, PLEASE LIST

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**SIGNATURE AND DATE**

BY SIGNING THIS FORM I VERIFY THAT ALL OF THE INFORMATION PROVIDED IS CORRECT AND FACTUAL TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

***\*PLEASE RETURN TO LODGE OFFICE BEFORE***

***April 7th at 5:00pm\****

**College of the Siskiyous  
Recommendation for Resident Advisor Candidate**

Thank you for taking the time to complete this recommendation. Your input is highly valuable to the Office of Student Housing in our effort to select the best candidates for this important and influential position.

Candidate's Name: \_\_\_\_\_

How do you know this candidate? \_\_\_\_\_

Please complete the following section by circling the response that best reflects your judgment of the candidate in that area. Please provide additional comments; they are especially useful during our selection process.

1 = never 2 = seldom 3 = sometimes 4 = frequently 5 = always NA = unable to judge

**THE CANDIDATE:**

1. Has a genuine concern for other people's needs. 1 2 3 4 5 NA

*Comments:*

2. Would be able to enforce College policies fairly. 1 2 3 4 5 NA

*Comments:*

3. Demonstrates leadership with other members of the floor  
and/or other students. 1 2 3 4 5 NA

*Comments:*

4. Participates in Residence Hall and/or College activities. 1 2 3 4 5 NA

5. Has the ability to deal with conflicts which could arise on the floor. 1 2 3 4 5 NA

*Comments:*

6. Appears to be confident in his/her abilities. 1 2 3 4 5 NA

*Comments:*

*Continue on reverse*

7. Displays the ability to be flexible. 1 2 3 4 5 NA

Comments:

8. Displays the ability to work independently. 1 2 3 4 5 NA

Comments:

9. Demonstrates the ability to work well in groups. 1 2 3 4 5 NA

Comments:

10. Appears to be open-minded and sensitive to differences. 1 2 3 4 5 NA

Comments:

11. Demonstrates creativity. 1 2 3 4 5 NA

Comments:

12. Appears to be motivated and takes initiative. 1 2 3 4 5 NA

Comments:

Please make any additional comments not otherwise addressed and provide your overall evaluation of this candidate's potential to be successful in the Resident Advisor position.

I ( ) highly recommend; ( ) recommend; ( ) cannot recommend this candidate for the Resident Advisor position.

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

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

Please return this form in a sealed envelope to:

Lodge Staff Selection Committee  
800 College Avenue, Weed, CA 96094

before **April 14th** at 5:00pm. Thank you.

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