Summer Resident Assistant 2016
California State University, Long Beach

WORKING JOB DESCRIPTION AND APPLICATION

Definition
Under the direction of the Summer Housing Coordinator, the Summer Resident Assistant (RA) is responsible for the general welfare of a floor, wing or building of residents and assisting with development of the residential life program.

Job Characteristics
RAs are required to be available up to 20 hours per week during the period of employment. RAs may take up to one class during the summer and have an additional part-time job so long as those commitments do not conflict with the RA position requirements. The RA must have the ability to work independently and with limited supervision.

Responsibilities
Within the on campus residence hall complex, Resident Assistants perform the following duties:

A. Administration
- Work designated office and on-call hours, provide courteous service and follow standard office procedures.
- Check residents in and out and accurately complete necessary paperwork.
- Provide tours for campus housing.

B. Program Involvement
- May be required to actively participate in residence hall programs and activities.
- Motivate and advise residents regarding social, recreational, and community programs.
- Help prepare and coordinate materials relevant to Residential Life focus areas.

C. Building Responsibilities
- Coordinate meetings and events in the assigned area.
- Maintain assigned keys in personal possession and use only as authorized.
- Report maintenance problems and take action to handle evening and weekend building emergencies.
- Regularly inspect public areas of the building and attempt to locate missing furniture and promptly assist in assigning damages.
- Assist with after-hours lockouts.
- Provide back-up on-call assistance to Conference Assistant staff if needed.

D. Resident Interaction
- Meet regularly with all residents in assigned area.
- Develop and maintain a collaborative group living situation.
- Handle medical and other emergency problems.
- Communicate and enforce policies to residents and encourage student responsibility.
- Handle residence hall incidents, seek assistance, if needed, and promptly report

E. Staff Relations
- Attend meetings and trainings as necessary with other staff members.
- Follow basic principles of administrative line and staff relationships.
- Provide general residential life administrative assistance within designated area.

F. Generally
- Be available for and responsive to any unforeseen situation that may occur.
- Accept other assignments as directed by the RCC.

Compensation
Summer Resident Assistants receive lodging in assigned campus housing and meals in the campus dining facilities (when they are open) for the term of their employment (May 23-August 19).
Please complete the following application and submit it to the Housing and Residential Life Office by 5 p.m. on Thursday, March 31, 2016. If you have any questions, please direct them to Matt Lewis at matthew.lewis@csulb.edu.

Name: ____________________________________________

Campus Address: ________________________________ Phone: _________________________

Permanent Address: ____________________________________________

Telephone: ___________________________ CSULB ID# ____________________________

Present Class Standing: Fr So Jr Sr  Academic Major: ____________________________

EXPERIENCE: (please attach a separate sheet of paper if necessary)

1. Describe the skills/experience that you possess that will help you to be successful as the summer RA.

2. Describe your ability to work independently and with limited supervision.
3. How would you go about building a sense of community and promoting community responsibility in a hall comprised of a diverse group of students?

4. What activities or time commitments do you anticipate this summer (i.e. summer classes, work, volunteer activities, etc.)?

SIGNATURE: I VERIFY THE ABOVE INFORMATION TO BE TRUE:

__________________________________________  ______________
Signature (please sign)                      Date