

California Maritime Academy

Resident Assistant

Application Packet

2014-2015 Academic Year

Dear Applicant:

We would like to thank you for your interest in the Cal Maritime Housing & Residential Life Program, and the Resident Assistant position. We have included several items in the application packet for your information. Please take the time to carefully read all materials contained in this information packet as it contains the selection process schedule and a description of the position. Please take special care when reading the position description so that you may become fully aware of the expectations and requirements of the position.

All applications are due on **Monday, February 17th, 2014, by 4:00pm in the Office of Housing & Residential Life located in the lobby of the Upper Residence Hall.** Applicant must complete the entire packet; incomplete or late applications will not be considered for the 2014-15 Resident Assistant selection process. If you have any questions regarding the application materials or selection process, please feel free to contact the Office of Housing & Residential Life.

Minimum qualifications to be selected for a Resident Assistant position:

- Preference will be given to candidates that have lived on campus for the academic year.
- Must have completed at least 30 academic units by the date the appointment begins.
- Must have a cumulative and semester grade point average of 2.5 at the start of the Fall 2014 semester.
- Must be in good academic and disciplinary standing at the time of appointment.
- Must be in good financial standing with CMA.
- May not have more than 25 demerits at the time appointment begins or accumulate more than 25 demerits throughout the period of appointment.

Please note: If you are presently receiving financial aid, or have applied for financial assistance for the following semester or academic year, **it will be in your benefit to review your financial status with the Financial Aid Office.** In some cases, compensation from the Resident Assistant position may affect your financial aid packet.

**Once again, thank you for your interest in the Resident Assistant position.
Good luck with group process and your interviews!**

RESIDENT ASSISTANT SELECTION **APPLICATION PROCESS**

APPLICATION DEADLINE: Submit the **application, resume, responses to the questions, and the three candidate references** no later than **4:00pm on Monday, February 17th, 2014.**

INDIVIDUAL INTERVIEWS: Applicants will be asked to complete an individual interview with the Housing & Residential Life Professional Staff and current Resident Assistants. **Candidates will sign up to schedule an interview when returning their application to the Office of Housing & Residential Life.** The interviews will be held March 3rd – March 6th.

GROUP PROCESS: Applicants must attend the group process day. Any applicant who does not attend may be eliminated from the selection process. Mandatory attire is business casual. **Group Process will be held Sunday, March 2nd, 2014 from 9:00am to 12:00pm in the Classroom Building.** Lite refreshments will be available at 8:30 am.

FINAL STATUS: Applicants will be notified of the Selection Committee's final decision prior to Spring Pause (approximately March 17th, 2014). All notifications will be via your CMA student email. Notification will be before room selection.

Applicants, if selected, must turn in their signed offer letters to the Office Housing and Residential Life in Upper Residence Hall by March 28th, 2014, at 4:00pm. Failure to return the acceptance form will result in forfeiture of the offer for employment.

If you have any questions regarding RA Selection, please contact the Coordinator of Residence Life, Returning Students, Jennifer Frost, at jfrost@csum.edu.

CAL MARITIME

RESIDENT ASSISTANT JOB DESCRIPTION

Resident Assistants are an important part of the California Maritime Academy staff. Resident Assistants are student leaders who are accountable directly to the Professional Residence Life Staff. They share a large portion of the daily responsibility for the operation, programming, and safety of the residence halls. A Resident Assistant is an integral para-professional and has a responsibility to the mission of the Academy, the Office of Housing & Residential Life, as well as to the residents on campus.

Resident Assistants are expected to:

1. Participate in **all** staff training, assisting with the opening and closing of the residence halls each semester, in-service training, **all** housing events (i.e. New Student Orientation, Opening and Closing of Residence Halls, CMA Day, Preview Day, Day on the Bay, etc.) and weekly staff meetings, and one on one meetings.
2. Be thoroughly familiar with and enforce the California Maritime *Student Handbook*, most importantly the Housing & Residence Life policies, as well as other published policies and procedures provided by the Professional Residence Life Staff & Academy
3. Know all of the residents within the Resident Assistant's area of responsibility by name and sight. Resident Assistants will be available and approachable and will build community within the residence halls.
4. Help students become aware of the Academy's expectations of them as expressed in the Housing License Agreement and the *Student Handbook*.
5. Provide information to students concerning California Maritime Academy functions, policies, and resources; refer students, as appropriate, to the various campus resources.
6. Develop, initiate, plan, and carry out programs, which focuses on community development. Resident Assistants will also be responsible for programming in each of the following functional areas:
 - Interpersonal Skills
 - Academic Outreach
 - Personal Wellness
 - Alcohol and Other Drugs Education
 - Career Success
 - Community Development
7. Resident Assistants will be on duty when residence halls are open this includes secured weekends, holidays, and breaks. Resident Assistants will participate in opening, closing, and health and safety inspections during the school year.
8. Communicate, document, and follow up with professional staff regarding any concern (ie, student reports, facility management, and programing implementation).

9. Balance Resident Assistant responsibilities, Corps duties, academic and personal life to maintain perspective and effectiveness as a Resident Assistant, student and individual.
10. Perform other duties as assigned by the Professional Residence Life Staff.

TERMS OF EMPLOYMENT:

1. Live-in, academic year appointment to begin up to three weeks before the first day of classes of the Fall Semester and will extend up to three days after Finals of the Spring Semester 2015 or until all duties and closing procedures have been completed (including all break periods).
2. The Resident Assistant will be evaluated on a semester basis. Re-appointment or continuation in the position is dependent upon the evaluation of the Resident Assistant's satisfactory performance, motivation to return, and recommendation from their supervisor.
3. The Resident Assistant must be able to participate in all mandatory staff development. Any conflicts must be submitted in writing and approved by The resident assistant's supervisor prior to committing to any conflict.
 - Fall and Winter Staff Training (TBA)
 - In-Service Development (TBA)
 - Weekly Staff Meetings Mondays from 8:00 pm – 9:00 pm
4. The Resident Assistant must remain in the residence halls until after the halls officially close for each recess, participate in closing processes, and must return early for opening. Staff is required to stay until all residents have left, closing tasks have been completed, and the staff is dismissed by their supervisor.
5. The Resident Assistant abides by all Cal Maritime policies and regulations.
6. The Resident Assistant must plan, coordinate and implement programs each semester as outlined and discussed in the Resident Assistant Staff Development Manual.
8. The Resident Assistant may not assume any paid responsibilities other than the Resident Assistant position without **prior written approval** from their direct supervisor. Such permission will be dependent upon an individual's performance, other major time commitments, and course load.
9. Any major time commitments (i.e. involvement in athletics, ASCMA, Corps, student organizations, internships, etc.) **must be pre-approved** in writing by their direct supervisor.

MAJOR RESPONSIBILITIES:

The Resident Assistant is expected to perform the following responsibilities as a Housing & Residential Life staff member. Individual Resident Assistants will be expected to perform additional functions dependent upon the needs and issues of their residential community, floor or building.

1. Interpersonal Development

- a. Being available and accessible to the students by investing time on the floor or building.
- b. Knowing all students in their community by name and face.
- c. Providing peer counseling regarding personal, social and academic concerns.
- d. Referring students to appropriate departments for assistance as needed.
- e. Assessing the needs of residents on floor or building.
- f. Serving as a **role model** for other staff and students: **knows**, **enforces** and **follows** policies; establishes and maintains credibility within the community and behaves in accordance with *the Student Handbook*.
- g. Recognizing their room also serves as an area for confidential conversations with residents and other job-related activities. Each Resident Assistant must use sound judgment when choosing how to decorate their room and how others may perceive what is on display, to keep in accordance with the philosophy and mission of the department.

2. Residence Education

The experience of most college students is a unique one, and the Resident Assistant should make students aware of the various possibilities for learning through engagement and programming. A programming model will be provided that each Resident Assistant must follow and complete.

3. Environmental Factors

Resident Assistants are charged with the responsibility to maintain an optimal residence hall environment by:

- a. Educating students with regard to safety and security issues.
- b. Enforcing policies set in the *Cal Maritime Student Handbook*.
- c. Reporting emergencies or serious illnesses to appropriate resources.
- d. Facilitating emergency procedures at any time a need exists.
- e. Introducing and enforcing the quiet hours policy with students.
- f. Discussing and enforcing with students the need for neatness and cleanliness in lounges, bathrooms, and other common areas.
- g. Acting as a liaison between housekeeping/maintenance staff and the residents.
- h. Referring reports of alleged policy violations to Housing & Residential Life & Office of the Commandant.
- i. Educating students concerning responsibilities for maintaining a safe environment.

4. Communication

Communication is one of the keys to being successful at California Maritime Academy. The Resident Assistant serves an important role with regard to communication and should:

- a. Keep students informed about California Maritime Academy through meetings, posters, flyers, etc. as needed.

- b. Share information regarding the specific floor and/or building with other RAs and Professional staff.
- c. Resident Assistants are required to maintain a valid cell phone number or valid land line during time of employment. RAs are expected to check emails on daily basis and check their RA mailbox located in Upper Residence Hall.

5. Staff Interaction and Administration

- a. Assists in general orientation to campus housing, room changes, room inventories and Health & Safety Inspections.
- b. Assumes duty (on call) responsibilities on a regular basis. This will involve designated times to be on campus and available for designated responsibilities. Complete duty rounds, duty logs, incident reports and maintenance requests.
- c. Assists with the opening and closing of the residence halls at the beginning and end of each semester and breaks. Staff members will assist with check-in and check-out, completion of room inventories and submit billing charges during check out to the supervisor. Resident Assistants will also participate in group housing events and Resident Assistant Selection and Room Selection.
- d. Develops and maintains a close and supportive working relationship with fellow staff members. Communication, cooperation and consideration are of extreme importance in all interactions with others.
- e. Disseminates and posts campus information as directed.
- f. Provides feedback to the Director and Residence Life Coordinator from students relative to Housing & Residential Life issues as well as Facilities maintenance concerns.
- g. Communicates all issues with staff members within a 24 hour period.

CONDITIONS OF TERMINATION FOR A RESIDENT ASSISTANT

- 1. Termination of employment will be considered at any point during the academic year should she or he fail to comply with the provisions of the Resident Assistant Job Description, Qualifications of Employment and Responsibilities of Employment, or any previously mentioned item in the RA Accountability Document.
- 2. Unsatisfactory semester performance evaluation.
- 3. Failure to maintain a 2.5 cumulative grade point average and semester grade point average will result in probation or termination.
- 4. Resident Assistants are subject to all conditions of the Housing License Agreement Terms and Conditions, including the policy regarding contract release.
- 5. Resident Assistants are subject to *The Student Handbook*.

CAL MARITIME RESIDENT ASSISTANT APPLICATION FORM

ALL INFORMATION SHOULD BE PRINTED OR TYPED

PART I: PERSONAL INFORMATION

Name: _____ Student ID #: _____
Last First Middle

Class Standing: FR SO JR SR Major _____ Gender: M [] F []

Shirt Size (Men's Polo Sizes): XS S M L XL XXL Email: _____

Date of Birth: _____ Cell Number: _____ Home Phone Number: _____
(mm/dd/yyyy)

Units Completed at CMA: _____ Fall 2013 GPA: _____ Cumulative GPA: _____

Local Address: _____
No. & Street or P. O. Box City State Zip

Permanent Address: _____
No. & Street or P. O. Box City State Zip

How long have you lived in a residence hall? _____ Where? _____

List current leadership roles: (Athletics, Corps position, AS position, other jobs on campus, internships etc.)

Position/Commitment	Location	Hours per week

List leadership roles and other potential time commitments for the 2014-2015 academic year: (Athletics, Corps position, AS position, other jobs on campus, internships, etc.)

Position/Commitment	Location	Hours per week

PART II: SKILLS & EXPERIENCES

Please provide a type-written essay on a separate sheet of paper addressing the following questions:

1. Why are you interested in becoming a Resident Assistant?
2. What qualities, skills, or interests do you have which would contribute to your success as a Resident Assistant?
3. Please define what a residence hall community is and share your ideas on how you would, as a Resident Assistant, facilitate the development of community.
4. What do you feel are the critical issues facing CMA students living in residence halls? How would you address them as a Resident Assistant?
5. What do you hope to gain from the Resident Assistant experience?

PART III: Resume

Please provide a professional resume.

PART IV: REFERENCE

Please provide the name and title of three professional references from the following sources: a current Resident Assistant, a CMA faculty or staff member, and another professional of your choice who can adequately assess your skills and strengths relative to your candidacy for the Resident Assistant position.

1. Reference Name: _____ Title: _____ Phone Number: _____
2. Reference Name: _____ Title: _____ Phone Number: _____
3. Reference Name: _____ Title: _____ Phone Number: _____

PART V. VERIFICATION

Please sign below, indicating that the information contained in this application is accurate to the best of your knowledge. Pursuant to the Family Education Rights and Privacy Act of 1974, the signature and date below authorize the Office of Housing & Residential Life to obtain and use the applicant's grade and disciplinary information for consideration for employment. All information will be collected and discussed by the Resident Assistant Selection committee, composed of the professional staff for the Office of Housing & Residential Life.

Applicant's Signature: _____ Date: _____

The applicant is responsible for keeping the Office of Housing & Residential Life informed of any changes in this information provided on this application.

Resident Assistant Application checklist:

_____ **Application Form**

_____ **Answers to the Essay Questions**

_____ **Resume**

_____ **Three Reference Forms**

Monday February 17th, 2014 is the DEADLINE TO SUBMIT ALL APPLICATION MATERIALS!

CAL MARITIME RESIDENT ASSISTANT REFERENCE FORM

To The Reference Provider: Resident Assistants are paraprofessional staff members responsible for providing assistance and support to students living in the residence halls at the California Maritime Academy. Their responsibilities include development of community within their building/floor of residence hall, program planning and implementation, and policy enforcement. An RA must be mature, responsible, of good character, and able to relate to people from a wide variety of backgrounds.

In the space below please comment as to this candidate's ability in these areas as well as his or her potential as a student leader, programmer, role model, and staff member. Please provide insight into your familiarity with the candidate. Any additional comments which you may add will be helpful. Thank you!

Applicant's Name: _____
(Please print)

To The Applicant: Under terms of the Family Education Rights and Privacy Act of 1974, applicants have the right to review evaluations. Please indicate if you wish to retain or waive these rights.

I wish to **waive** my right to review this reference.

I wish to **retain** my right to review this reference.

Applicant's Signature: _____ **Date:** _____

THE RATING PROCESS

Please make an honest appraisal of this person's ability to work effectively as a staff in a residence hall. Rate each characteristic by checking the response that most accurately describes the applicant.

A. Personal Characteristics:

	Excellent	Good	Average	Poor
Reliability				
Maturity				
Confidence				
Flexibility				
Enthusiasm				
Creativity				
Sensitivity				
Integrity				
Listening Skills				

B. Job-Related Abilities

	Excellent	Good	Average	Poor
Ability to develop trust and respect				
Problem Solving				
Policy Enforcing				
Work Relationships				

	Excellent	Good	Average	Poor
Confidentiality				
Organization Skills				
Time Management Skills				
Verbal & Written Communication Skills				
Leadership Ability				

C. In reference to the staff position, what strengths does the applicant possess that would make him/her an effective staff member?

D. In reference to the staff position, what limitations does the applicant have?

E. How long have you know the applicant and in what capacity?

Signature of Reference

Date

**Please return this reference form in a sealed and signed envelope to:
The Housing & Residential Life Office
By:
Monday February 17th, 2014.**

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