

Portland State University is an Affirmative Action, Equal Opportunity institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

The Learning Community Assistant (LCA) is a member of the Residence Life team and is responsible for the general administration, development, and implementation of student life programs in the residence halls. Under the direction and supervision of The Graduate Assistant for First Year Experience (FYE), the LCA is responsible for the development and implementation of FYE with specific goals around diversity, critical thinking, service-learning, academic skill building, and connecting residence hall programming with the Freshman Inquiry (FRINQ) courses. A PSU LCA is a student who lives in the residence halls and acts as a representative of the residence hall community and Office of Residence Life to other administrative department within the University.

GENERAL INFORMATION

Last Name:		First Name:		Middle Name:	
Present Address:			City, State & Zip:		
Campus Address:	How long have you lived on campus?		Student ID #:		
Email Address:			Date of Birth:		
Telephone Number: () -		If no phone, how may we contact you?			
Have you ever been employed at PSU before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates and position(s) held:					
Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please state your immigration status:					
Have you ever been convicted of any felony or misdemeanor or have you been arrested within the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: A conviction or an arrest will not necessarily exclude you from employment, however not being forthcoming will.					

EXPERIENCE/EDUCATION

Major:		Minor:		Cumulative PSU GPA:	
How many terms have you been a PSU student?			How many credits have you earned at PSU?		
Have you been a resident on campus at PSU? <input type="checkbox"/> Yes <input type="checkbox"/> No			In which building(s) have you lived?		
List any other college/universities where you have lived on campus?		How long?			
Specifically, for how many credits do you plan to enroll next year?		Fall 2009:	Winter 2010:	Spring 2010:	
List any student groups you are currently involved:		Position held?			
Did you enroll in a FRINQ course as a first year student at PSU? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, please answer the following:		FRINQ Course Name:			
FRINQ Instructor:		FRINQ Course Grade:			
Have you ever been found responsible for a housing or University Code of Conduct violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:					
If selected as an LCA, is there any reason why you could not serve for an entire employment term (example: study abroad/graduation)					
If selected as an LCA, do you have any specific housing needs? <input type="checkbox"/> Disabilities <input type="checkbox"/> Other:					

REFERENCES List 3 persons who could serve as a reference. A PSU (or another university) faculty/staff member or former employer.

Name:	Relationship:	Telephone: () -	Email address:
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EMPLOYMENT HISTORY Begin with your current/most recent employment. Include volunteer experience.

Employer:	Phone: () -	City/State & Zip Code:	Dates Employed: From (Mo/Yr): To (Mo/Yr):
Position:	Duties:		Supervisor's Name:
Type of Termination: <input type="checkbox"/> Discharge <input type="checkbox"/> Resignation <input type="checkbox"/> Mutual Agreement <input type="checkbox"/> Lay Off <input type="checkbox"/> New Employment <input type="checkbox"/> Still Working Reason for leaving:			
What did you like best about your job?			
What did you like least about your job?			
Explain any gaps during employment history:			
Employer:	Phone: () -	City/State:	Dates Employed: From (Mo/Yr): To (Mo/Yr):
Position:	Duties:		Supervisor's Name:
Type of Termination: <input type="checkbox"/> Discharge <input type="checkbox"/> Resignation <input type="checkbox"/> Mutual Agreement <input type="checkbox"/> Lay Off <input type="checkbox"/> New Employment <input type="checkbox"/> Still Working Reason for leaving:			
What did you like best about your job?			
What did you like least about your job?			
Explain any gaps during employment history:			

APPLICATION ESSAY QUESTIONS (Please complete all questions in 500-1,000 words)

What role do you think the Residence Halls play in the educational mission of Portland State University?
 What important issues do you feel first year students face in transitioning to PSU?
 Describe how you would help support first year students to be successful academically.

APPLICATION MATERIAL CHECKLIST All items below must be complete

- Learning Community Assistant Application complete with essay questions
- Submit a current professional resume to: reslife@pdx.edu or bring a hard copy to Broadway 230 (please do not do both)
- Submit two (2) reference forms with contact information included
 - 1 from a PSU (or another University) Faculty/Staff personnel
 - 1 from a previous employer
- Attend the Office of Student Affairs Leadership Conference on January 22nd from 10:30am to 4:30pm, SMSU Ballroom
 - Conference registration information: www.salp.pdx.edu
 - Submit a 2 page paper on one of the sessions connecting the relevance of leadership to the LCA position due at individual interview
- Attend one Group Process session, 7 PM -9 PM. Please choose your availability: Choose one...
- Attend Individual Interview between January 29th – February 10th (sign-up through email after application is submitted) Submit Leadership Conference paper

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications. Yes No

If hired as a Learning Community Assistant or for an Alternate Learning Community Assistant position, I will participate fully in all required training and staff development sessions. I recognize that my employment can be terminated, at the discretion of Portland State University or at my option, with proper notification, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the Director of Residence Life. I have read and understand the Learning Community Assistant position description and understand and agree to the requirements as outlined in that description. Yes No

I give permission to the Office of Residence Life to check my grades and Portland State University student status for employment purposes during the LCA selection process and any term thereafter. Yes No

By pressing the submit box I certify that all answers and statements I have made on this application and the attachments are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. Please also type in reslife@pdx.edu into the TO: spot in the email that pulls up to have your application sent.

SUBMIT