

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 Resident Assistant (RA) 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 an Area Coordinator (AC), the Resident Assistant is responsible for providing resources and assistance that will make each residence hall community a place that supports and enhances all aspects of student life. A PSU Resident Assistant is a student who lives in the residence halls and acts as a representative of the residence hall community and department of Residence Life to other administrative departments within the University. Resident Assistants may be hired for the academic year (August through June), for the summer (June, July and August). Performance expectations include, but are not limited to, the following responsibilities and obligations.

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?			
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 RA, is there any reason why you could not serve for an entire employment term (example: study abroad/graduation)					
If selected as an RA, do you have any specific housing needs? <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Cats <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 & 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:			

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

Name one important issue that students living on campus face and why is it important for an RA to be aware of this issue?
 What are the important components of building a strong community within the uniquely diverse PSU campus?
 How will you balance your role of providing support to residents in your area while still enforcing University and Housing policies?

If you are interested in being an RA on a Russian Immersion floor, please answer the following question:

APPLICATION MATERIAL CHECKLIST All items below must be complete

- Complete Resident Assistant Application 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) completed recommendation forms including contact information
 - 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 23rd from 10:30 am – 4:30 PM in SMSU Ballroom
 - Conference registration information: www.pdx.edu/leaderconf
 - Submit a 2 page paper on one of the sessions connecting the relevance of leadership to the RA position due at group process
- Attend one Group Process session: (Submit Leadership Conference paper)
- Attend on Individual Interview between February 9th – 20th (sign-up during group process session)

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 certify that all answers and statements I have made on this application 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. Yes No

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 Resident Assistant or for an Alternate Resident 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 Resident 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 RA selection process and any term thereafter. Yes No