

# Resident Advisor Job Posting

TYPICAL DUTIES: Assist in providing general supervision of the dormitory residents including their adherence to college policies and regulations. Assist in providing a safe, healthy, and orderly environment for residents. Perform security walk throughs, enforce residential living guidelines, and write incident reports if need be for infractions. Operate entertainment equipment (TV, DVD, etc.), issue recreation and kitchen equipment and perform light cleaning.

ABILITY TO: Exercise tact, diplomacy and good judgment in dealing with staff and students. Act in a responsible manner and **maintain confidentiality**. Maintain good relationships with those contacted during the course of duties.

PAY RATE: \$10.00 per hour – max 20 hours per week – average is 12 hours.

SCHEDULE: Flexible hours based on school class schedule, but may include early mornings, evenings, weekends and holidays.

APPLICATION PROCESS: All applicants, both continuing residents and new students, must fill out an application and answer supplemental questions to be considered. Go to the dorm website ([shastacollege.edu/dorms](http://shastacollege.edu/dorms)) and click on “Forms” to fill out an application. **Deadline to apply is June 30.** Applicants can email their form and answers to the supplemental questions to Nick Webb ([nwebb@shastacollege.edu](mailto:nwebb@shastacollege.edu)) or fax to (530) 225-4825. Applicants will receive a phone interview. **New hires and returning RAs must be available to attend one day of paid training Thursday, August 4, and begin work on August 5, 2016. RAs living in the dorms will be allowed to move in on Monday, August 1, at no additional charge.**

# SHASTA COLLEGE RESIDENCE HALLS APPLICATION FOR RESIDENT ADVISOR

NAME: \_\_\_\_\_  
(Last) (First) (MI)

PERMANENT HOME ADDRESS: \_\_\_\_\_  
(# & Street) (City) (State) (Zip)

CONTACT NUMBERS: \_\_\_\_\_  
(Home) (Cell)

Please list all high school, college and community leadership experience:

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Please list all previous work experience:

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Why do you want to fill this position?

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Briefly describe a situation when you had to act as an authority. What was the situation, what did you do and what was the outcome?

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What do you feel you could contribute to the Residence Halls as a member of our team?

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Please describe your strengths and any areas of improvement.

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Have you ever had any felony or misdemeanor charges sustained against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently have any offenses pending against you in a court of law? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes to any of the above, please explain. Please include the nature of the offense, date, location and all other pertinent information.

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Units Presently Carrying: \_\_\_\_\_ Units to be carried next semester: \_\_\_\_\_

Do you plan to enroll in night classes this coming semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan on participating in a sport this coming semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, which sport? \_\_\_\_\_

Please list three references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Completed applications should be mailed, faxed or emailed to Nick Webb, Director of Residence Life  
19733 Shasta College Dr, Redding, CA 96003 530-225-4825(fax) nwebb@shastacollege.edu

**Shasta College is an equal opportunity educator and employer**