



Stanislaus
State

2019-2020
Information Packet & Application
Peer Academic Leader and Resident Assistant

APPLICATION PROCESS

This application packet contains information for the Resident Assistant, Peer Academic Leader, and LLC Peer Academic Leader positions. Please review the information for each separate position and complete the listed steps:

The following three steps are *required* to be a considered candidate for any of these positions:

1) **Application**

Submit all application materials from this packet to the Housing Office on or before **February 25, 2019 by 5:00pm. No late applications will be considered.**

- Candidate Information/Application Checklist
- Residence Life Team Behavior Guidelines
- 2 Recommendation Forms

2) **Leadership Tryouts**

Candidates determined to be eligible for a position will need to attend *Leadership Tryouts* on **March 1, 2019 from 5:00-7:30PM in Bizzini Hall**. We encourage you to save the date now.

We will notify you via your Stanislaus State email on **Wednesday, February 27, 2019** if you have been selected to continue on to participate in Leadership Tryouts. This email will include more information about Leadership Tryouts.

3) **Individual Interviews**

Individual Interviews will be taking place from **March 5 – 22, 2019**. You will be notified via phone call or email notification on March 4, 2019 if you have been selected to complete an individual interview.

At that time, Housing and Residential Life staff will schedule your interview time(s) based on the positions for which you applied and are eligible. If this is more than one position, you will need to complete two interviews.

After individual interviews are completed, all candidates will be notified on or before **April 3, 2019** with information about their status. Candidates who are offered a position will have one week to accept. Following acceptance, candidates must attend a Paper Session to complete required paperwork and learn more about position commitments. Paper Sessions will occur April 8 – 11, 2019 – exact dates and times TBD.

PEER ACADEMIC LEADER POSITION OVERVIEW

Please review the following information if you are interested in applying for the Peer Academic Leader and Living Learning Community PAL positions:

Under the general supervision of the Associate Director for Residential Life, and the day-to-day lead direction of the Assistant Director for Residential Education, the Peer Academic Leaders (PAL) equips students with the tools needed for academic success. The position requirements include, but are not limited to:

- Maintaining at minimum a 3.0 GPA and remain in good standing with the University.
- Dedicate 10-12 hours per week to complete PAL duties or 15-18 hours per week to complete LLC PAL duties.
- Act as mentors, coaches and peer advisors to every student in Housing in the areas of assimilation to college life, academic success, career planning and personal wellness as it relates to academic performance.
- Demonstrate a commitment to the mission of Residence Life and their own academic success.
- Foster an atmosphere of academic excellence on their floor through various programs and intentional interactions with residents.
- Assist students with academic adjustment to CSU Stanislaus.
- Work cooperatively with the PAL and RA teams to plan and present community wide academic workshops, community events, and activities.
- Assist in the planning and execution of Fall and Spring recruitment activities (e.g. Preview Day, Open House).
- Attend weekly staff meetings each Tuesday from 4-6pm.
- Demonstrated commitment to self-development and the development of others, to the mission and identity of the campus on which they work, and to the staff team of which they are a part. PALs are expected to be responsible, approachable and self-motivated. They will serve as role models on campus and will need to exhibit the ability to be effective listeners and excellent support systems.
- Perform other duties or projects as assigned.

Additional Duties for Living Learning Community PALs

- Attend one class session linked with the living-learning community each week to assist with design and implementation of curricular and co-curricular activities.
- Plan and attend up to six extra events for your LLC per semester, including an off-campus trip, in collaboration with community Faculty and the Assistant Director.
- Attend additional training with the faculty who are teaching the LLC classes.
- Communicate effectively with community affiliated Faculty.
- Excellent time management and organizational skills, ability to work independently, and demonstrated skill in presenting information in a classroom setting.
- Assist with the early intervention of high risk LLC residents as instructed by the Assistant Director for Residential Education

EMPLOYMENT DATES

Tentative appointment dates for the PAL and LLC PAL positions: July 29, 2019 – May 26, 2020

COMPENSATION

Each PAL will receive in-kind support in the form of a rent reduction of a single room in the hall of assignment, totaling \$5,720 prorated into 10 monthly payments. Regular room rates apply.

LLC PALs will receive in-kind support in the form of a single room in the hall of assignment and a parking pass. Approximate value is \$8,385.68 (\$7,820.68 for single room rate + \$565 for parking pass).

PALs/LLC PALs will be placed in either a Single Suite or Single Apartment depending on departmental need.

NOTE: Per Financial Aid guidelines, your appointment will be reported to the University Financial Aid Office with your in-kind compensation potentially affecting your offered Financial Aid for 2019-2020. We encourage you to consult with Financial Aid to address any concerns or changes that could occur.

This is not an hourly paid position. PALS must commit sufficient work time each month to ensure that all assigned job duties and tasks are completed. PALs can hold other part-time jobs while in this position; the expectation is that hours worked at an additional on or off campus job should not exceed 15 hours per week. If a PAL chooses to have another job they must first get approval from their supervisor and they are still required attend all PAL meetings and functions. An additional on or off campus job cannot take priority over the Housing position.

RESIDENT ASSISTANT POSITION OVERVIEW

Please review the following information if you are interested in applying for the Resident Assistant position:

Under the general supervision of the Associate Director for Residential Life, and the day-to-day lead direction of the Residential Life Coordinators, the Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the Village and University. The position requirements include, but are not limited to:

- Maintaining at minimum a 2.5 GPA and remain in good standing with the University.
- Dedicate 20 hours per week to RA duties.
- Foster and inspire strong, inclusive communities by building personal relationships with residents, planning and hosting social events with their PAL, and offering personal support to students in their collegiate experience.
- Work cooperatively with their PAL to create a positive, inclusive resident community.
- Serve as first level, on-call support when on-duty (including during some break periods and holidays).
- Provide front desk office coverage during weekends and occasional evenings.
- Serve as role models to their residents and display ethical behavior at all times.
- Enforce Housing Policies, address and report violations as needed.
- Provide excellent customer service to all residents, guests, prospective residents and parents.
- Plan and attend various monthly events (including some weekends).
- Attend weekly staff meetings each Tuesday from 4-6pm.
- Conduct Health & Safety Checks.
- Assist in the planning and execution of all major Housing events as needed, such as: Welcome Week, Open House, Preview Day, etc.
- Resident Assistants must be committed to the mission and identity of the campus on which they work, and to the staff team of which they are a part.
- Perform other duties or projects as assigned.

EMPLOYMENT DATES

Tentative appointment dates for the RA position: July 29, 2019 – May 26, 2020

COMPENSATION

RAs will receive in-kind support in the form of a single room in the hall of assignment, a meal plan through campus food services, and a parking pass. Approximate value is \$11,185.68 (\$7,820.68 for single room rate + \$2800 for meal plan + \$565 for parking pass).

RAs will be placed in either a Single Suite or Single Apartment depending on departmental need.

NOTE: Per Financial Aid guidelines, your appointment will be reported to the University Financial Aid Office with your in-kind compensation potentially affecting your offered Financial Aid for 2019-2020. We encourage you to consult with Financial Aid to address any concerns or changes that could occur.

This is not an hourly paid position. RAs must commit sufficient work time each month to ensure that all assigned position duties and tasks are completed. RAs can hold other part-time jobs while in this position; the expectation is that hours worked at an additional on or off campus job should not exceed 15 hours per week. If a RA chooses to have another job they must first get approval from their supervisor and they are still required attend all RA meetings and functions. An additional on or off campus job cannot take priority over the Housing position.

APPLICATION PROMPTS

All candidates must answer prompts 1-5, as well as the prompts for each listed position*. Attach your typed answers to the prompts below and ensure to number your responses. Please do not exceed more than three pages in response.

1. Why are you interested in being an RA or PAL for Housing and Residential Life?
2. Describe how you would help contribute to the Housing and Residential Life Mission Statement: Housing and Residential Life is a student-centered community that provides a safe and supportive living environment which fosters academic success and personal growth.
3. Describe your community and campus engagement experience so far at Stan State.
4. What does inclusion mean to you and why is it important in a community?
5. Describe an experience that demonstrates your personal accountability.

*If you are applying for the **Peer Academic Leader** position, in addition, please answer prompts 6-9.

6. What does completing a college education mean to you?
7. Please list your academic strengths and classes in which you feel comfortable assisting others.
8. What do you feel are the greatest challenges residential students face at CSU Stanislaus? What advice would you give students facing these challenges?
9. Tell us about a situation that you were involved in that did not turn out the way you anticipated and what you learned from it.

*If you are applying for the **LLC Peer Academic Leader** position, in addition, please answer prompts 10-13.

10. Why are you interested in being a PAL of a Living-Learning Community?
11. Please describe your experience and comfort level presenting information to fellow students.
12. What is your experience interacting with Faculty?
13. Which Living-Learning Community are you most interested in serving as a LLC PAL? Why would you be the best fit for this community?

*If you are applying for the **Resident Assistant** position, in addition, please answer questions 14-17.

14. Why do you think that it is important to have policies and procedures while living in Housing and Residential Life?
15. What are two important topics you believe residents should be educated about regarding on-campus housing? What are some creative ways to educate residents about these topics?
16. Describe a situation that challenged your thoughts on a multicultural issue (such as race, religion, ethnicity, culture, etc). How did you respond and what did you learn?
17. What do you think will be the most difficult aspect of working as an RA, from your point of view?

RESUME

Please attach a copy of your current resume. For assistance with writing your resume we suggest that you visit the Career & Professional Development Center in MSR 230.

RECOMMENDATION FORMS

Please attach two completed Recommendation Forms. One of your recommenders should be a former employer, a coach, or someone from the community who can speak to your work experience or qualifications. The other should be a Stanislaus State Faculty member.

If you are unable to complete your Recommendation Forms by the application deadline, you may bring your forms to Leadership Tryouts.

BEHAVIORAL GUIDELINES STATEMENT

Attached to this application packet is the Residence Life Team Behavior Guidelines to which you will be held to as a Peer Academic Leader or Resident Assistant. You must read, initial each paragraph and sign the agreement expressing your understanding and willingness to abide by the behavioral expectations.

CANDIDATE INFORMATION

Name: _____ Student ID #: _____

Position you are applying for (circle all that apply): PAL LLC PAL RA

Home Address: _____

Do you currently live on-campus or off-campus: ON OFF Phone: _____

E-mail Address: _____

Year in College: _____ Number of Units Completed: _____

Major: _____

Cumulative GPA: _____ Estimated Graduation Date: _____

Career Goal: _____

APPLICATION CHECKLIST

Please review each item below and initial to ensure that you are turning in a complete application.

_____ I have attached the answers to the prompts for the position(s) I am applying for.

_____ I have attached the recommendation form and/or confirmed my recommender will submit the recommendation form to the Housing and Residential Life office.

_____ I have attached a copy of my resume.

_____ I will be available to attend Leadership Tryouts on **Friday, March 1, 2019 from 5:00-7:30PM.**

_____ I have attached the signed Residence Life Team Behavioral Guidelines.

_____ If I became a PAL/RA, I would be able to return to campus on **July 29th, 2019** for Fall Training.

_____ If I became a PAL/RA, I will be available to attend weekly staff meetings Tuesdays from 4-6:00pm during the 2019-2020 academic year.

AUTHORIZATION TO RELEASE INFORMATION

The Housing and Residential Life Office reserves the right to check all grade and disciplinary files on potential candidates. By signing this application, you are agreeing to and authorizing California State University, Stanislaus to disclose pertinent information to the Housing and Residential Life Office.

Applicant Signature: _____ Date: _____

California State University, Stanislaus does not discriminate on the basis of race, religion, sex, age, physical challenge, marital status, sexual orientation or national origin in admissions, scholarship and other institutional programs and activities.

HOUSING AND RESIDENTIAL LIFE
Residence Life Team Behavioral Guidelines
2019-2020

As a member of Housing & Residential Life team at CSU Stanislaus, you have a significant responsibility and privilege to serve as a role model and leader for our campus, within your community, and to our residential student population as a whole. It is our intention as housing professional staff to provide you with the skills, knowledge base, and support needed to facilitate your success in this role.

One of the most challenging aspects of being an appointed member of the Residence Life team is determining how choices you make or behaviors you engage in can impact your work and the residential community. Because being a role model and leader has no “start or end time,” you are expected to consider your role as a staff member in your decision-making process at all times while appointed by Housing. While we respect and value individual differences, we recognize that your behavior and choices impact both your effectiveness as a leader, your position as a role model within our residential community, and your ability to serve students effectively.

To that end, we are providing you with some guidelines that can assist you as you make those choices over the course of your appointment. Ultimately, be aware that if at any time your behavior in or out of your role negatively impacts the residents and/or your effectiveness in your role, we will need to evaluate your continued status as a member of our team.

Below you will find a list of behaviors which we would caution you not to engage in while serving as a member of the Residential Life team. We ask that you read each point and initial on the given line to indicate your understanding and agreement to abide by these suggested guidelines.

- Other than self-defense, at no time should you engage in a physical altercation. Engaging in a verbal altercation is also inappropriate and does not reflect our values. _____
- Consistently treat all residents equally and fairly. Favoritism is strictly prohibited. _____
- You are expected to abide by all university and housing policies at all times. If you are over the age of 21 under no circumstances is it acceptable for you to provide or purchase alcohol for underage residents, or to consume or possess alcohol in the presence of a minor. If you are under the age of 21 under no circumstances should you be consuming, possessing or purchasing alcohol. _____
- We will have no tolerance for the use, possession, production, selling, or growing of any illegal substances. _____
- If a fellow student or community member alleges that you engaged in sexual conduct that is unwelcomed or criminal in nature, a consensual relationship which creates a conflict of interest or conduct in violation of the University’s non-discrimination policies (including sexual harassment based on gender, sex-stereotyping or sexual orientation) we may suspend you from your position while we investigate the allegations.
For further information, please go to www.calstate.edu/HR/er_sh.shtml. _____
- We expect you to take the responsibilities of your appointment seriously. If you intentionally misuse your role or are neglectful of your official duties, misuse information gathered, or violate any of the other terms of your appointment; you may be dismissed from your appointment. _____
- There can be no tolerance for behaviors that endanger the safety and security of our residents and/or raise liability concerns, such as those listed above. A decision to engage in these behaviors is likely to result in termination from your position within housing. _____
- As a role model and a team member in Housing, one of your responsibilities is to behave in a manner reflective of our organization’s values while in the Village, or elsewhere on or off campus. We ask that

you keep in mind the fact that your purpose as a member of the Residential Life team is to enhance and facilitate the development of our residential communities and our students. _____

- If you are “friends” with your co-workers or residents on Social Media we expect that you are thoughtful of the things that you post and refrain from posting anything that may inhibit your ability to be accessible and approachable to your residents. _____

While this list is in no way exhaustive, we do hope it will help you to think about the behaviors you engage in and the choices you may make while in your position as a leader and role model in Housing and Residential Life. We take your role and the impact you have on the campus, the community, and our students very seriously. In certain cases a violation of these expectations will result in a verbal or written warning as we seek to support and facilitate your growth as a leader. In the case of more egregious violations we reserve the right to terminate your appointment at any time should you be found in violation of any of the above guidelines.

Print Name

Signature

Date

Critical Thinking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Accept Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusivity/Ability to work with Diverse Student Population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your level of endorsement of the applicant for each position listed in Part A.

	Highly Recommend	Recommend	Recommend with Reservation	Do Not Recommend	Not Applicable
Resident Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Academic Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LLC Peer Academic Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe the applicant's strengths and weaknesses.

Is there any additional information you about this candidate you would like to provide?

Recommender Information

Name: _____

Position: _____

Organization: _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Critical Thinking Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Accept Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusivity/Ability to work with Diverse Student Population	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate your level of endorsement of the applicant for each position listed in Part A.

	Highly Recommend	Recommend	Recommend with Reservation	Do Not Recommend	Not Applicable
Resident Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peer Academic Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LLC Peer Academic Leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe the applicant's strengths and weaknesses.

Is there any additional information you about this candidate you would like to provide?

Recommender Information

Name: _____

Position: _____

Organization: _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____
