



EARL WARREN COLLEGE
RESIDENTIAL LIFE OFFICE
(858) 534-4581
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9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0906

November 25, 2013

Dear Current Resident Assistant:

Thank you for your interest in the *Returning Resident Assistant* position. We are pleased that you are interested in returning (or possibly joining from another college) to the Earl Warren Residential Life Staff.

Some things you should note about the Returning RA Selection:

- ✓ Being selected for another year **is not guaranteed as employment positions are a one-year appointment**. In addition, returning to staff is contingent upon the following:
 - Review of all performance appraisals from your current RA position;
 - Assessment of the needs and fit within the Warren community for the following academic year.
- ✓ Returning RA candidates must complete the attached application, which features a number of short-answer essays. Candidates are *also* required to submit a current resume and cover letter. We encourage you to carefully prepare your materials. Incomplete or late packets may affect your candidacy.
- ✓ If you are interested in applying for both the Community Coordinator and Returning RA position, then the Community Coordinator application is all that you need to fill out.
- ✓ Completed applications, including a resume and cover letter, **are due no later than 12:00pm on Wednesday, February 5, 2014. (Turn in your packet to the front desk at the Warren Residential Life Office).** * *This is a different deadline than the new applicant application.*

As you consider returning, be sure to ask yourself:

- Do I have sufficient energy, interest & positive attitude to carry into another year?
- Will my class load and other commitments allow me sufficient time to do the job well?
- Does the RA job still fit into my overall goals?
- How will my returning continue to benefit students?

Feel free to call upon us to consult, if needed, at any time.

Who do YOU want to become?

*Good Luck,
The Resident Dean Staff*

APPLICATION CHECK-LIST

1. **Review the application packet thoroughly**, noting especially the eligibility requirements for university standing and grades which must be met in order to apply.
2. **Prepare the application materials.** Please type your responses in the spaces provided. The application includes several parts; be sure to be as thorough as possible.
 - * Application Section One: Demographic Information
 - * Application Section Two: Short-Answer Essays
 - * Personal Resume *and* cover letter
3. **A personal resume and cover letter** are required of all returning staff. Your resume should highlight your RA experience in addition to any outside employment and extracurricular activities.
4. **Application deadline is 12:00pm on Wednesday, February 5, 2014**
All application materials should be submitted to the Warren College Residential Life Office in the Canyon Vista Administration Building. Late materials will not be accepted without prior authorization.

RETURNING RESIDENT ASSISTANT SELECTION PROCESS CANDIDATE TIME-LINE FOR CURRENT STAFF

Please note timeline may change

APPLICATIONS AVAILABLE

Monday, November 25, 2013

Applications for returning Resident Assistant will be available online at:
Warren.ucsd.edu

APPLICATION DEADLINE

Wednesday, February 5, 2014

Applications for returning staff must be submitted at the Warren Residential Life Office, and are due no later than **12:00pm on Wednesday, February 5**. Applications received after this time may not be considered. Returning staff will be selected after completion of performance appraisals, and upon the recommendation of their current supervisor(s).

PERFORMANCE APPRAISALS

Staff performance appraisals will be conducted in January.

INTERVIEWS

Returning RA candidates will be interviewed by the Residential Life Staff. Interviews will consist of interview questions and a presentation. Candidates will sign up for an interview Friday, February 7-Tuesday, February 11 at the Warren Residential Life Office. Interviews will be conducted Monday, February 10 – Friday, February 28, 2014.

FINAL NOTIFICATIONS

Friday, March 7, 2014

All returning candidates will receive offer notification letters in their current staff mailboxes after 10:00am on **Friday, March 7**. If candidates are non-Warren residents, an email will be sent to your UCSD email account.

CONFIRMATION OF ACCEPTANCE

Tuesday, March 11, 2014

All candidates must submit an acceptance form (included in notification letter) in order to confirm their status. Acceptance forms must be received by **4:00pm on Tuesday, March 11**. Returning staff will be expected to attend a Spring Workshop which will happen during a current RA Staff Meeting.

BUILDING TEAM ASSIGNMENTS

Community Coordinators will be offered either a Residential Hall or Apartment placement at the time of their initial offer. However, specific room and building team assignments will not be announced until the middle of spring quarter.

WARREN COLLEGE RESIDENT ASSISTANT APPLICATION

SECTION ONE (Please TYPE or PRINT)

Name: _____ (_____)
Last First MI Preferred Name

Student PID Number: _____

Local Address: _____ Local Phone: _____
Street / Box Number

City State Zip
Permanent Address: _____ Permanent Phone: _____
Street / Box Number

City State Zip

E-Mail Address: _____

Are you applying at other colleges? Yes _____ No _____

If yes, please rank your order of preference to the ones you are applying. If you aren't applying to an area, leave it blank. Otherwise, 1 is your first choice, 2 is your second choice and so on.

Revelle _____ Muir _____ Marshall _____ Roosevelt _____

Village _____ Sixth _____ Warren _____

For purposes of compliance with The Immigration Reform and Control Act of 1986, are you legally eligible for employment in the United States? [] Yes [] No. If no, in accordance with U.S. Immigration, you will be asked to provide documentation certifying that you are eligible should you be offered a position.

College of Registration: _____ Major: _____

Current Year (not by units, but years at UCSD): [] 1st [] 2nd [] 3rd [] 4th [] 5th [] Transfer

Overall G.P.A.: _____ UCSD Entry Date: _____

Anticipated Graduation Date: _____

How long have you lived in UCSD housing? _____ Which building(s)? _____

List any other colleges and dates attended: _____

Please describe any part-time employment or extracurricular activities that you anticipate being involved with during the next academic year, in addition to the RA position.

Please list the name, title, email address & phone number for 2 the references you are submitting with this application:

- Based upon your performance so far this year, how have **you** made a difference in serving students on your floor or assigned apartments? (b)What do you feel are your strengths as a staff member? (c) What areas would you like to improve? (d) Is there anything that you personally would do differently next year, and why?
- Give a brief summary of the programs you have implemented this year. (a)Which was the most successful program, and why? (b)What have you learned about yourself through your programming experiences? (c)What new ideas would you like to see implemented next year?

3. (a) How would you characterize your role on your building team, and on the larger RA staff?
 (b) What strengths have you contributed to staff meetings? (c) To committee work? (d) To building or
community programs? (e) What have you learned about yourself from these experiences? (f) What
things would you like to change for next year?
4. Discuss what you feel are the needs of our diverse students (i.e.: OSD, LGBT, etc.). (a) What have you
done as a current RA to address these needs? (b) What will you do next year to demonstrate a
commitment to building an inclusive community?

5. As a returning RA, (a) what steps will you take to prevent burnout? (b) How will you continue to motivate and challenge yourself in another year? (c) How will you know if you're successful or not? Be specific in your answers.
6. If you were solely responsible for designing staff training for next year, what would it include? Now that you know what you do, what training do you wish you had prior to beginning this year (either in spring or fall)? What would you like to see included in future staff development activities?