

Tips for Completing a Successful Application

Hello! Thank you for your interest in the Resident Assistant position. Please read through this helpful guide for important tips on our application process.

This application has a 30-minute timer. This timer will appear in the corner of your screen when you get to the application. Once the timer runs out, your responses likely won't be saved and you'd have to start the application over again.

We highly recommend copying and pasting the prompts below and working on your responses in a separate document prior to clicking on the application. Later on, when you fill out the application, you can just copy and paste your responses to the questions to save time.

Here is a list of the short answer questions you will be asked:

1. Please list all the activities and volunteer work that you have done while a student at Commonwealth University. Include academic and social organizations, community service work, athletics, clubs, etc. Also let us know what role(s) you held, and the dates of involvement.
2. Provide a brief description of your past work experiences.
3. Why do you want to be an RA? What do you hope to learn from this experience?
4. Of our seven core values, which is most important to you and why?"
 - a. Core Values: Service, Caring, Respect, Dedication, Integrity, Inclusion, Education
5. Describe a recent learning experience you have had regarding diversity and/or multiculturalism and how it impacted you or others.
6. Using an example from your own experience (observations, connections, involvement, etc.), how does living on campus positively impact students?
7. Imagine that you are a Resident Assistant and are presented with five different situations to address with your residents. Please put the following issues in order of importance and provide a rationale for why you ranked them this way
 - a. Issue 1: Resident feels homesick and that they aren't fitting well on campus.
 - b. Issue 2: Resident fell from their bed and hit their head.
 - c. Issue 3: Resident lost their Student ID Card.
 - d. Issue 4: Resident is going out partying nearly every night and coming back slightly intoxicated.
 - e. Issue 5: Resident has two lights burned out in their room.

Finding the Application:

Once clicking on the [JobX Link](#), you will be prompted to sign-in using your single sign-on information. Once you do so, follow these steps to get to the application.

Step1

Click on “Student Employees”

 **Employees** ▾ **JobX** ▾ **On-Campus Supervisors & Administrators** ▾



Welcome to the Commonwealth University Student Employment Portal



Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



On-Campus Supervisors

- Create and post jobs
- Review applications
- Hire students
- Employment guidelines and required documents are at your fingertips



Community-based Employee

- Create and post jobs
- Review applications
- Non-profit community employer submit an application to participate in the Federal Work Study Program

Step 2

Click on “Find a Job”

[Home](#) [Employees](#) [JobX](#) [On-Campus Supervisors & Administrators](#)



Applicants & Student Employees
Search for a job, apply to jobs or sign up for e-mail notifications about positions that interest you.

Job Links
Welcome
Welcome! Learn about the Employment process at Commonwealth University.
Dashboard
Click here to review your recently applied jobs and update your JobMail Subscriptions.
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.
Manage JobMail
Be the first to know when jobs matching

Information & Other Links
Applying for a Job Video
Please click here to watch helpful tips on applying for a job.
FAQ
Questions about JobX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.
Address Change Form
If you need to update your address, please click the link above and submit the form to registrar@commonwealthu.edu
Handshake Jobs & Internships

Training
Applicant and Employee Training
Click here to review a customized training PowerPoint on how to search and apply for jobs.

Step 3

You can search for the job one of two ways, either “On-Campus Jobs” or “Bloomsburg Campus”

Employees ▾ JobX ▾ On-Campus Supervisors & Administrators ▾

Find A Job

Instructions

Choose from the quick search options below or click on the “Advanced Search” button for more options.

Quick Search

Advanced Search

Select a quick search.

On-Campus Jobs

Graduate Assistant Jobs

Community-based Student Employment

Bloomsburg Campus

Clearfield Campus

Lock Haven Campus

Mansfield Campus

Show All Active Jobs

25 Most Recently Posted Jobs

Most Hours per Week

Fewest Hours per Week

Jobs by Department

Step 4

On this screen, you will need to click “I Agree” under the Disclaimer about “Clearance Required”

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click “Apply for selected jobs” button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the “I Agree” button in order for those jobs to be presented for your consideration.

[\[Run a New Search \]](#)

Disclaimer: Graduate Assistant - Clearance Not Required

Must be fully accepted into an undergraduate program and enrolled in at least 6 credits of undergraduate coursework or a graduate program and enrolled in at least 3 credits of graduate coursework for the current or upcoming semester. Any questions, please contact the Graduate Office.

[I agree](#)

Disclaimer: Student Employment - Clearance Required

On-Campus Work-Study: Eligibility for the Work-Study Program is determined by the Financial Aid Office once you have been selected by a department for a position. Must be fully accepted into an undergraduate program and enrolled in at least 6 credits of undergraduate coursework or a graduate program and enrolled in at least 3 credits of graduate coursework for the current or upcoming semester. Click “I agree” below.

[I agree](#)

Step 5

Find the “Resident Assistant” position which will have the Husky Logo underneath it. Check the little box next to it and then click on “Apply for selected jobs”

Resident Assistant		Employer: Residence LifeBL (Bloomsburg) - 8221101000	
	Wage: \$12.00/hr Openings: 125 Listed: 11/07/2025	Hours: 14 to 16 hours / week Location: Elwell Hall Housing and Residence Life Office 400 E 2nd St, Bloomsburg PA 17815	Category: Student Services Job Type: Student Employment - Clearance Required

Apply for selected jobs

1 to 15 of Total Rows: 15 Prev Next

The following information is on our application. It is recommended that you read through this ahead of time so that you have more time to enter your responses.

RA Job Information

Please fill out this application completely.

If you have any questions or need any help, please contact:

Ben Staub
Assistant Director of Residence Life
Columbia & Northumberland Halls
bstaub2@commonwealthu.edu
(570)-389-4845

Kayleigh Stouffer
Assistant Director of Residence Life
Elwell Hall
kstouffer@commonwealthu.edu
(570)-389-4846

THE PROCESS:

- Submit your application by completing this Jobx Form
- Complete 2 interviews between February 5th and February 20th
- We will reach out to you in Spring semester to schedule your interviews.
- Complete your Housing Agreement (between January 1-March 1, 2026)
- Receive notification via your Student Email that you either
 - A) Got the job and can start almost right away pending background checks
 - B) Got an offer to be an alternate and could be called upon to join the team at a later day
 - C) Did not get the job.

THE BENEFITS

- Room fee waived (your housing is on us!)
- Stipend of \$12.00/hr. paid at 14hrs a week --> Note: This is not an hourly position; this is a fixed rate.
- Being a member of a really big team with a lot of support and tons of experience!

THE QUALIFICATIONS:

What we are looking for: (You must meet these requirements in order to be considered for the position)

- Current undergraduate, degree-seeking student who will remain an undergraduate student during the full academic year (2026-2027).
- Good Academic Standing with at least a 2.40 cumulative GPA (at the time of hiring).
- Good Judicial Standing (no current disciplinary sanctions)
 - Unsure? Check your standing with the Office of Student Conduct at 570-389-4304
- Available for the full academic year (Fall 2026 and Spring 2027)
 - Ineligible if doing any of the following during the 2026-2027 year:
 - Student teaching
 - Studying abroad
 - Internship (more than 6 credits)
 - Graduating in Dec '26
 - Transferring in Jan '27
 - Moving off campus in Jan '27
- All successful candidates must complete a full background check.
- Students who are RAs can hold another work-study position. Just note that their hours between the RA position (14) and the secondary position cannot exceed 20 hours/week.

While it is not a requirement, we highly encourage you to:

- Have experience living on campus
- Be actively engaged on campus

AVAILABILITY

Your acceptance of the position is contingent on you being available for the following dates:

- April 10, 2026: Residence Life Team Building Day
- August 7, 2026: RA Move In
- August 8 through August 15: RA Training
- August 16 through August 23: Resident Move In

LINK TO APPLY:

CLICK HERE TO APPLY

VIA JOBX