# 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.

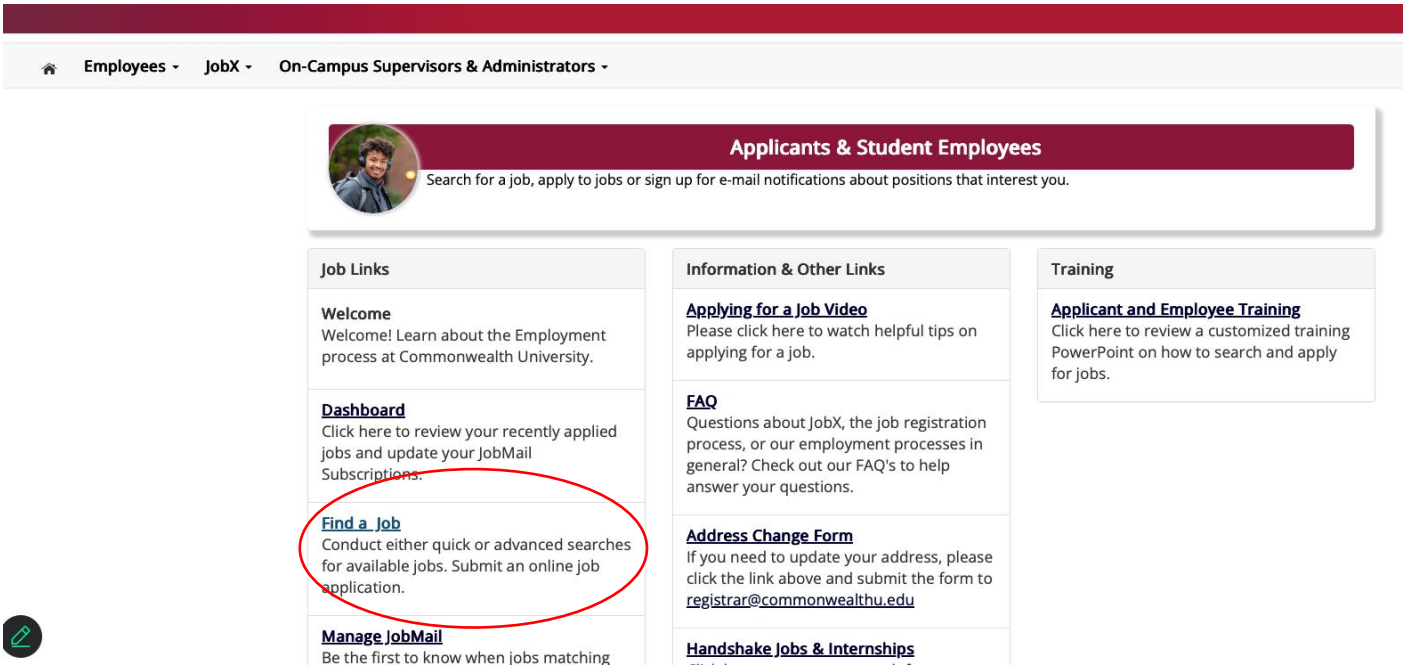
# Step 1

## Click on “Student Employees”



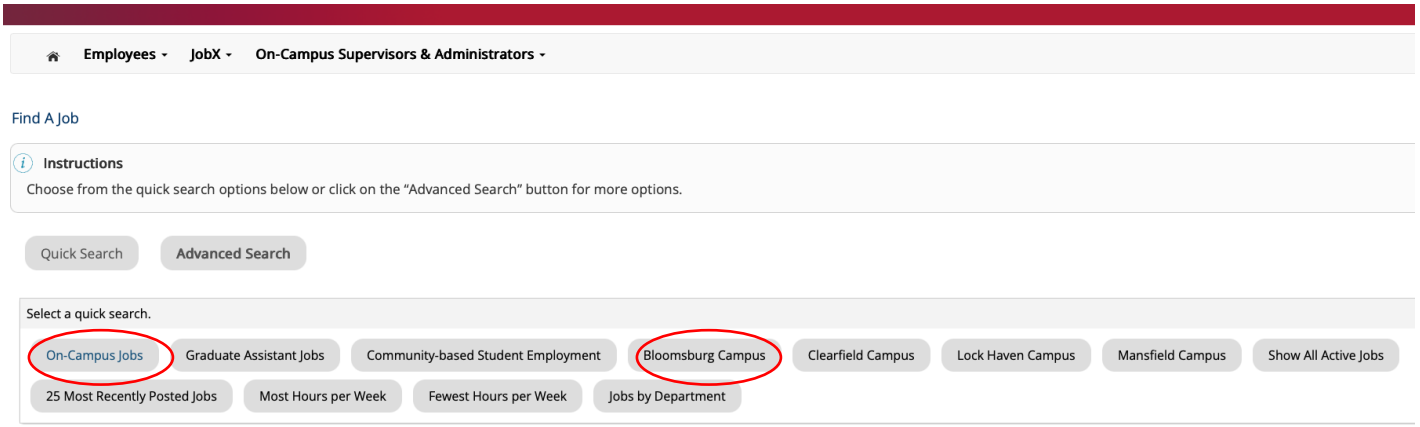
# Step 2

## Click on “Find a Job”



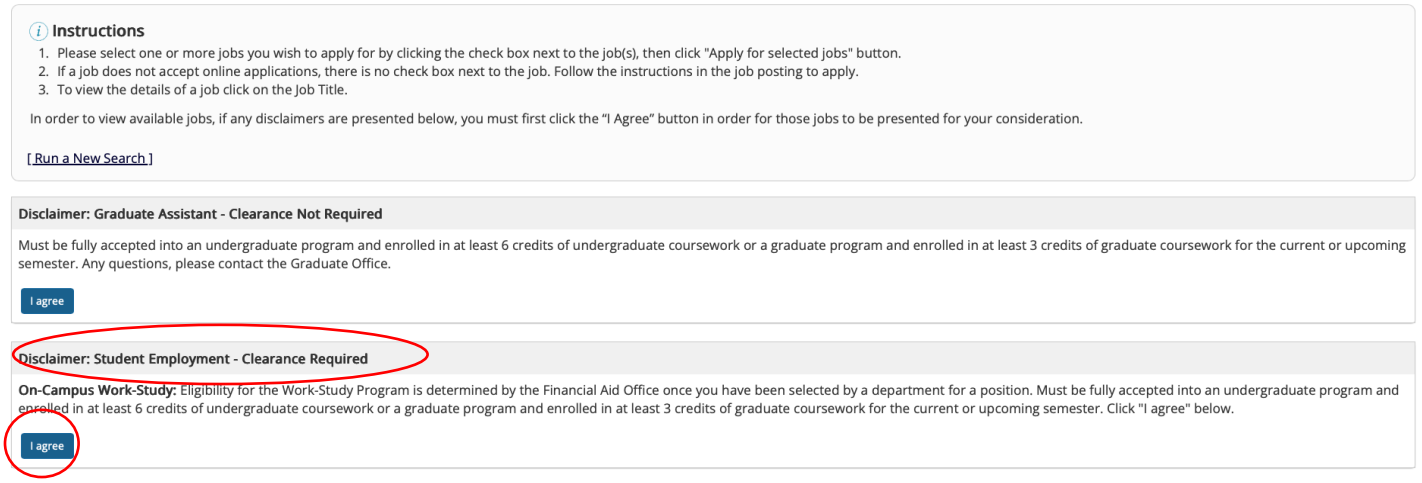
# Step 3

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



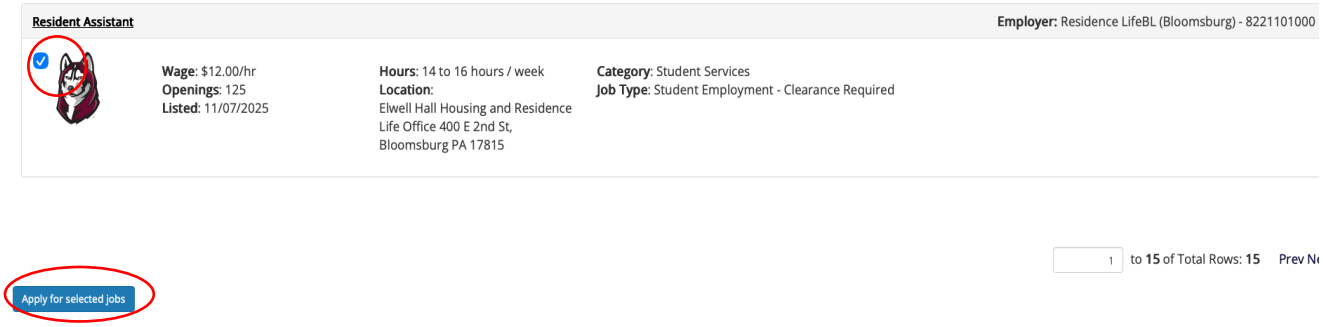
# Step 4

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



# 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”




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
Upper Campus Apartments & Elwell Hall
kstouffer@commonwealthu.edu
(570)-389-4989

**THE PROCESS**:

- Submit your application by completing this Jobx Form
- Complete 2 interviews between January 28 and February 12.
- We will reach out to you in Spring semester to schedule your interviews.
- Complete your Housing Agreement (between January 1-March 1, 2027)
- 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 (2027-2028).
- 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 2027 and Spring 2028)
    - Ineligible if doing any of the following during the 2027-2028 year:
        - Student teaching
        - Studying abroad
        - Internship (more than 7 credits)
        - Graduating in Dec ‘27
        - Transferring in Jan '28
        - Moving off campus in Jan ‘28
- 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 9, 2027: Residence Life Team Building Day
- August 6, 2027: RA Move In
- August 6 through August 14: RA Training
- August 15 through August 22: Resident Move In

**LINK TO APPLY:**

CLICK HERE TO APPLY VIA JOBX