



**SAN FRANCISCO**  
**STATE UNIVERSITY**

# San Francisco State University

## **Lead Resident Services Assistant @ the RPM Service Desk**

**PREREQUISITE:** Must be a SFSU Student and are required to maintain a 2.35 minimum GPA during term of employment

**PERIOD OF EMPLOYMENT:** Academic Year 2008 – 2009

**POSITIONS:** Lead Resident Services Assistant

Completed applications should be returned to the University Housing Business Office in Mary Ward Hall. Please contact Joseph Jelincic at [jjelincic@housing.sfsu.edu](mailto:jjelincic@housing.sfsu.edu) if you have any questions.



San Francisco  
State University

University Housing

Mary Ward Hall  
800 Font Boulevard  
San Francisco, California 94132-4045  
Tel: 415/338.1067  
Fax: 415/338.6219  
Email: housing@sfsu.edu

Dear Applicant:

University Housing is hiring staff for the 2008-2009 academic year. We believe encouraging and selecting well-skilled individuals to be part of our staff will serve the best interest of the community!

We are looking for individuals that are serious about the positions and can define and articulate their motivation, expectations, and desire for learning. Also, it is important for you to demonstrate competence in all areas of the job and have the willingness and ability to perform at a high level. These positions may not be right for everyone, so seriously consider your qualifications and interests.

The Housing Business Office Assistant Selection Process for the academic year will be determined by the position for which you are applying. Selection of applicants for positions operates from a two tier-process:

- **Tier One: Application Process**, we will be evaluating you on your completed application, your prior experience, your references, etc. The quality of your application, attention to detail, and experiences will determine if you are invited to participate in the second tier of our process.
- **Tier Two: Interview Process**, Individual interviews last approximately 30 minutes and are facilitated by an appropriate supervising staff member.

Attached, you will find a copy of the Student Assistant "One App" application for the academic year. In addition, you will also find a Check-off Sheet to assist you in the completion of the process and will need to be *attached to the top of your application*.

Please feel free to contact the respective Housing Personnel for the position you are applying for should you have any questions. We look forward to meeting you during the process. Good luck!

Respectfully,

University Housing Staff

**PLEASE RETURN COMPLETED APPLICATIONS TO:**

**RPM Service Desk  
Attn: Lead RSA Selection  
800 Font Boulevard  
Mary Ward Hall  
San Francisco, CA 94132-4036  
Fax: (415) 338-6219**

## Lead Resident Services Assistant Check-Off Form

Please attach this form to the top of your application.

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

\_\_\_\_\_ Attach a cover letter discussing your interest in the position. Be sure to include what qualities you possess that make you an outstanding candidate for this position.

\_\_\_\_\_ Attach a copy of your resume.

\_\_\_\_\_ Complete the Student Assistant Employment Application.

\_\_\_\_\_ Attach a copy of your unofficial SFSU transcripts. [found on mySFSU on the SFSU webpage]

\_\_\_\_\_ Turn in application and all required information to the Housing Business Office in Mary Ward Hall.

## Applicant's Agreement

The information provided on this application is accurate to the best of my knowledge. I also authorize the release of my transcripts, academic schedule and grades by the appropriate University Office to verify any of the above SFSU information. If employed, I will promptly inform the employer of any changes in this information. I am aware that SFSU Resident Services Assistant employment is part-time (academic year) and temporary; the employer or employee may terminate employment at any time. I agree to complete the pre-employment processing which also includes signing the Oath of Allegiance to California and fingerprinting by UPD.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide the following information. This data is being collected for statistical purposes in order to comply with the U.S. Department of Education Office for Civil Rights guidelines. Your completion of this section is voluntary. Your responses are optional and will remain confidential and will not affect your employment opportunities at the University.

Ethnic Origin:

- |   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Native American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Filipino               | <input type="checkbox"/> Latino          | <input type="checkbox"/> White |
| <input type="checkbox"/> Other/Decline to State |  |                                |

Gender:  Female  Male  Other/Decline to State

**Lead Resident Services Assistant Employment Application**

(Please print or type)

**PERSONAL DATA**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell / Alternate Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Academic Address:

Building: \_\_\_\_\_ Room/Apt#: \_\_\_\_\_

Street/Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address:

Street/Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

(Person you would like for us to contact in event of an emergency)

Last: \_\_\_\_\_ First \_\_\_\_\_ Mi: \_\_\_\_\_

Street/Apt#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**SFSU ENROLLMENT INFORMATION**

Are you enrolled at least half-time at SFSU?  
(If not, you are not eligible to apply.)

Yes  No

Freshman  Sophomore  Junior  Senior  Grad

Current Semester Units: \_\_\_\_\_

Major: \_\_\_\_\_ Career Goal: \_\_\_\_\_

Current Semester GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Have you worked for SFSU within the last year?

Yes  No

Have you ever been convicted of a felony?

Yes  No

Are you currently employed?

Yes  No

If yes, and you are planning to continue with your current employer while working for University Housing, please complete the following:

Employer Name: \_\_\_\_\_ Department: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Hours per week you will continue to work: \_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES: (Use additional sheets if necessary)**

The position you are applying for is for the academic year. Is there any reason you may not be able to fulfill this obligation (e.g. graduation, study abroad, other jobs/internships, extra curricular, etc.)?

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List involvement (volunteer or paid), including dates, with campus and/or community organizations, and list offices held and respective responsibilities.

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**QUALIFICATIONS AND EXPERIENCE**

Can you type?  Yes  N    Typing Speed:\_\_\_\_\_ Ten key calculator? Yes  No

Please list your computer experience:

None  PC  Macintosh  Word Processing  Data Entry  Other \_\_\_\_\_

Describe any software you have used:\_\_\_\_\_

What languages, other than English, do you speak? \_\_\_\_\_

Please list any additional skills you have which you feel might qualify you for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS WORK EXPERIENCE (Please list most recent/current first)**

1. Position:\_\_\_\_\_ Employer:\_\_\_\_\_  
Address:\_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates Worked:\_\_\_\_\_ Salary:\_\_\_\_\_  
Supervisor:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

Duties/Responsibilities:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Position:\_\_\_\_\_ Employer:\_\_\_\_\_  
Address:\_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates Worked:\_\_\_\_\_ Salary:\_\_\_\_\_  
Supervisor:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

Duties/Responsibilities:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Position:\_\_\_\_\_ Employer:\_\_\_\_\_  
Address:\_\_\_\_\_  
Telephone: \_\_\_\_\_ Dates Worked:\_\_\_\_\_ Salary:\_\_\_\_\_  
Supervisor:\_\_\_\_\_ Reason for Leaving:\_\_\_\_\_

Duties/Responsibilities:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL JOB REFERENCES**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Applicant's Availability**

**WORK AVAILABILITY**

Total hours per week you would like to work: \_\_\_\_\_

Please make a check in each time slot that you are available to work.

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 – 9am							
9am - 10am							
10am - 11am							
11am - 12pm							
12pm - 1pm							
1pm - 2pm							
2pm - 3pm							
3pm - 4pm							
4pm - 5pm							
5pm – 6pm							
6pm – 7:30pm							