

**2008-2009 RESIDENT ASSISTANT APPLICATION FORM
CLAREMONT SCHOOL OF THEOLOGY**

Position Responsibilities:

Residents Assistants support and assist residents in their assigned buildings and the School in a variety of ways. They:

1. Perform duties around their assigned buildings, requiring a moderate amount of physical labor (including lawn care, bush trimming, trash pickup, laundry room maintenance and, if applicable, elevator cleaning and playground maintenance)
2. Respond to emergencies and use judgment about whether and when to call campus administrators or emergency response personnel
3. Assist residents with minor repairs (e.g., clogged toilets, shutting off water, tripping electrical breakers and GFIs, fixing stuck garbage disposals, etc.)
4. Demonstrate for residents how they might undertake minor repairs themselves (including advice on how residents might prevent the need for repairs)
5. Advise residents on completion of maintenance Work Orders.
6. Are available and responsive to the residents in their assigned buildings, particularly after hours and on weekends
7. Undertake security walk-through and campus lock-up on an as-needed basis; may be required to attend 2 hour training sessions on child abuse & domestic violence

Application:

If you meet the criteria for application (see announcement for list of criteria), please complete the following information.

Name: _____

Current Address: _____

School Affiliation: _____

Degree Objective: _____ Cumulative GPA (incl. copy of transcript): _____

Gender _____ Number of Persons in Household: _____

On a separate sheet, please address the following:

1. Why do you want to be an RA?
2. What qualifies you to be an RA?
3. Please tell us about particular challenges you may face in undertaking the responsibilities described above, and describe how you will manage these challenges.

Please return Application Materials to: Selection Committee, c/o Lynn O'Leary-Archer, VP for Administration and Finance, Business Office (Butler Building, 2nd Floor)