The Resident Advisor is a student leader who lives and works in university-owned residential communities. Resident Advisors work as a team to mentor, plan activities, and advise fellow students as well as uphold university policies and maintain a balance between academic and job responsibilities. Important aspects of the Resident Advisor position include being a good role model and leading by example.

Each Resident Advisor (RA) candidate must submit two digital letters of recommendation by Friday, February 12, 2016 to complete their application packet. The applicant will not have access to the information provided in the letter of recommendation. The recommender should be an individual that has observed the applicant in an official or professional capacity. This can include:

- A current or past teacher or professor
- Any professional (non-student) university employee
- A current or past employer
- A club or organization advisor/leader
- A coach for a sports team
- A Resident Advisor (Only one recommendation can come from an RA)

The letter of recommendation should include the following information:

- Full name of the student applicant
- Student ID number of the applicant
- The recommender’s…
  - Full name
  - Position/Title
  - Institution/Organization/Place of Work
  - Telephone Number
  - E-mail Address
- How long and in what capacity the recommender knows the applicant

The letter of recommendation should rate the applicant based on their experiences in observing the applicant perform in the following areas:

- Written and verbal communication skills
- Responsibility/Dependability
- Initiative/Motivation
- Ability to cooperatively work with others on an individual and team basis
- Trustworthiness
- Leadership Potential
- Ability to give and receive feedback
- Social and cultural sensitivity
- Other perceived strengths and weaknesses

The recommender should e-mail the letter of recommendation as a Word Document or PDF directly to UHFSstudentjobs@csuchico.edu. If received correctly, the recommender will receive an e-mail confirming that the letter has been submitted.

If you have any questions about the application process or job, please contact:
University Housing & Food Service
UHFSstudentjobs@csuchico.edu
(530) 898-6325