

**APPLICATION FOR THE POSITION OF
RESIDENT ASSISTANT (RA) & FLOOR LEADER (FL)**

RESIDENTIAL HALL PREFERENCE

Please indicate your preferences below (*tick and fill in where appropriate*).

Position	<input type="checkbox"/> RA <input type="checkbox"/> FL
Residential Hall	<input type="checkbox"/> Block D, South Wing <input type="checkbox"/> Block L, North Wing <input type="checkbox"/> Block E, South Wing
Previously resided in Residential Hall	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date of residence: From _____ To _____
** Student may reassign to another Residential Hall or Floor or room if it's necessary	

PERSONAL INFORMATION

Name	
Student ID No.	
I.C. / Passport No.	
Permanent (Home) Address	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Contact Number	
Email Address	

ACADEMIC STATUS (*UCSI University*)

Programme of Study	
Current Year of Study	Year _____ Semester _____
CGPA	
Have you experienced any disciplinary problems at UCSI University? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly explains:	



ACTIVITIES

Association/Club/Activity/Programme	Position/Responsibilities

EMPLOYMENT

Employment Experience (*Campus, Full-Time, Part-Time included*)

Position	Employer	Duration (from and to)	Duties/Responsibilities

STATEMENT OF PHILOSOPHY

Please write your personal statement in less than 300 words with the following:

1. Your ideas and ideals for Residence Hall living,
2. The role of the Resident Assistant/Floor Leader as you understand it to be,
3. Your reasons for applying for this position,
4. Your qualifications and experiences you feel would be helpful in performing the duties of a Resident Ambassador, and
5. Describe one activity that engage and enhance students living experience at Residential Hall.

Programme Introduction:

Residential Hall Management Trainee Programme is a one year programme to serve as a team to manage the Residential Hall. In this programme students are given opportunities to explore and experience the entire residential halls daily operations and residents life activities. A part from being academically excellent, students will be enriched and empowered to manage the Residential Hall under the supervision of the Student Affairs & Alumni (SAA).

Programme Objective:

1. To work within the assigned Residential Hall daily operations, eg: Check-In and Check-Out Process.
2. To create living environments that facilitates positive learning experiences and support to the residents.
3. To encourage student engagement, exchange ideas and cultivate skills and knowledge to the residents so that students staying on campus experience the best Residential lifestyle.

Programme Requirement:

UCSI University student who is residing at Residential Hall. Students who are interested to enrich their students experience and enhance extra-curricular activities.

1. To be a current /full-time student at UCSI University with at least CGPA 2.5 and above.
2. To demonstrate a positive role model for all students by maintaining individual integrity and good attitude.
3. To be comfortable communicating with students who have limited English language skills.
4. To be willing to e-mail/Skype/Whatsapp with residents prior to critical situation or assistance needed.
5. To be willing to attend monthly 2 to 4 hours training.
6. To volunteer at least 5 hours (FL) – 20 (RA) hours of service per week, and an average 2 weekends per month, including public holidays.
7. To carry out all duties and responsibilities as outlined by the job description and as may be assigned by the Student Affairs & Alumni.
8. To contribute in writing event proposal and report.

I wish to make application for a Resident Assistant or Floor Leader position at Residential Hall, UCSI University. I have understood the role being a Resident Assistant or Floor Leader and, if selected, agree to abide by the outlined terms and conditions. I certify that the information I have provided is true, as far as I am able to ascertain. I authorize the Student Affairs & Alumni to solicit and/or verify any information relevant to my application.

Signature :

Name :

Date :



Return this completed application by submission deadline to:

Student Affairs & Alumni

UCSI University

Applications may not be submitted through electronic means

FOR OFFICE USE ONLY

Comments & Verification:

Recommended by:

Approved by:

Staff Name:

Head of Department

Alumni & Support Services Department, SAA

Date:

Date: