



New Security Coordinator Application

This completed application packet is due by **Wednesday, March 5th, 2008 at 5:00pm**
at the third floor of the **Residential and Student Services Building (RSSB)**, located at **2610 Channing**

The Security Coordinator (SC) is responsible for directly supervising the Security Monitor staff and works closely with other campus resources to maintain and promote safety in the residence hall environment. As an employee of the Office of Student Development, each Security Coordinator administers and enforces policies and procedures as outlined in the Residential Living Staff Manual, Security Monitor Staff Manual, University of California Personnel Policies and Procedures, the "Bear Necessities Guide to Living on Campus" and the "University of California Policies applying to Campus Activities, Organizations and Students' Handbook."

The SC's role encompasses security, educational, and staff responsibilities. As such, the SC needs to be a responsible and dependable individual who has a sincere interest in the welfare of the residence hall community. The Security Coordinator will serve as a resource to staff and students. The responsibilities listed will be carried out under the direct supervision of the assigned Assistant Director (AD), with overall security program coordination through the Residential Security Coordinators.

Eligibility Requirements:

- Undergraduate or graduate student in good standing with the university and possessing a minimum 2.300 cumulative GPA at the time of application and throughout the period of employment. Please note that GPA does not round up, any GPA below a 2.300 (2.299 or below) will make you ineligible for the position.

Preferred Qualification:

- Full-time academic status (12-13 units per semester) during period of employment.
- Minimum of one year residence in a college or university residence hall, or a similar group living experience such as a Greek house, co-op, or theme program prior to term of employment.
- One semester of residence hall staff experience, or safety and security leadership experience (i.e. Security Monitor or Community Service Officer).

APPLICATION GUIDELINES

Turn in your completed application packet no later than **5:00pm on Wednesday, March 5th, 2008** to the **third floor of the Residential and Student Services Building at 2610 Channing Way**. No late applications will be accepted. Incomplete applications will not be considered for candidacy. There are no exceptions.

IMPORTANT:

- 1) **Attach with a paperclip—DO NOT STAPLE.**
- 2) **Three (3) copies of your resume. Put your initials and SID # at the top of your resume. Do not include your name and contact information.**
- 3) **Three (3) copies of each essay. Put your initials and SID # at the top. Do not include your name and contact information.**

Application Format

If applying for more than one position, you need only *submit one general application packet* (the biographical information pages and supplementary information page) but answer ALL relevant essays questions for each position of interest. Your final submitted application should be organized in the following order (pages not listed below should be removed and retained for your records):

Biographical Information Sheet Front Page
Biographical Information Sheet Back Page
Resume copy 1
Essay/s copy 1
Resume copy 2
Essay/s copy 2
Resume copy 3
Essay/s copy 3
Supplemental Information Sheet

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BIOGRAPHICAL INFORMATION SHEET • 2008-2009

APPLICATION FORM

Full Name: _____ Current Positions Applying For: _____

SID #: _____ Position(s) Previously Applied For: _____

If this is your first application for a position in Residential Living or Academic Services, please completely fill out the biographical information sheet. If you have previously applied for any position through Residential Living or Academic Services, please only fill in the biographical information below which has changed since your last application and sign under the Statement of Truth and Consent section. Make sure to complete the other portions of the application fully. **Even if you have submitted this form before, you need to turn in this signed sheet with your application.**

Personal Information

SID #: _____ Last Name: _____ First Name: _____ Middle Initial: _____

Campus/Local Address: _____
Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Campus/Local Phone: _____ Permanent Phone: _____

E-Mail Address: _____ Cell Phone: _____

Academic Information

Major(s): _____ Minor(s): _____

Current Class Status (circle one): Freshman Sophomore Junior Senior Graduate/Law

Semesters Enrolled including current – (circle one): 1 2 3 4 5 6 7 8 9+

Cumulative GPA* – Latest Transcript Available: _____ Are you a Transfer Student? Yes No

**Note: Applicants must have the minimum cumulative G.P.A. to be eligible for a position. If you do not have the position's required G.P.A., you will be automatically dropped from the process. No exceptions. Specific requirements can be found on the job descriptions for the positions you are interested in*

Work Study

Do you have Work Study? Yes, I have \$ _____ in Work Study funds.
 No.

Work study has no impact on the RA/TPA Selection Process



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BIOGRAPHICAL INFORMATION SHEET • 2008-2009

UC Employment Information

Have you ever been employed by Residential Student Services Programs (which includes HOME and Cal Dining) before? (circle one):

Yes No

If yes, please list your current or previous positions:

Position	Supervisor	Dates Employed	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been employed by any other department of UC Berkeley (circle one):

Yes No

If yes, please list your current or previous positions:

Position	Department	Dates Employed	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment Eligibility

Are you eligible to work in the United States? Yes No If no, why not? _____

Note: Proof of eligibility will be required prior to employment if position is offered. No exceptions.

Have you ever been convicted of a felony/misdemeanor? Yes No

Note: A background check may be required for this position.

Statement of Truth and Consent

I certify that I have carefully read the terms of employment included in this job application packet. I also certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for employment termination. Additionally, I give authorization to The Office of Student Development to access my academic and judicial records to determine eligibility. I understand that, if selected, this access to my records will continue throughout my employment.

The University of California is an Equal Opportunity Employer.

Applicant's Signature _____ Today's Date _____



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RESUME GUIDELINES

Please submit 3 copies of your resume that contain the following information: Do not write your name or contact info on your resume, only your initials and SID #. *You may submit unique RESUMES for multiple positions. For example, if you are applying for both the TPA and the RA position, you may (although you are not required to) submit two different RESUMES. Please include all work and leadership experience, other areas of involvement and skills and community/group living experience: We will be evaluating your experience based on the following criteria:*

1. **Diversity and Inclusion:** experiences working in diverse environments with persons of different identities, preferences, ethnic, cultural and religious backgrounds.
2. **Interpersonal/Communication Skills:** experiences working in interpersonal and group situations.
3. **Teamwork Capabilities:** experiences with group membership and effectively facilitating a group.
4. **Resourcefulness and Problem Solving Skills:** experiences that demonstrate knowledge of campus and community resources and awareness of community issues.
5. **Group Living and Community Development:** experiences which demonstrate knowledge of community living and ability to create community within the residence halls.
6. **Maturity/Sense of Responsibility:** experiences which demonstrate confidence, self-discipline, dependability, organization and time management

ESSAY GUIDELINES

The essay question provides you the opportunity to share with us important information about you that might not be evident from other parts of the application.

OSD appreciates the contributions each staff member makes to our inclusive residential community. This question seeks to determine an applicant's experiences, achievements, interests, and potential to contribute to the diversity and vitality of the community.

Follow the guidelines below pertaining to the format requirements of the answers. All work must be your own.

Essay Question #1: *The answer must be limited to one page.*

- 1) Tell us about a unique contribution you will bring to the residence hall community as a Security Coordinator? How will your past experiences help you create a welcoming and inclusive environment in the residence halls?

Essay Question #2:

The answer must be limited to one page.

- 1) What are the safety concerns in the residential facilities? How will you proactively and reactively address these needs as a Security Coordinator? Who else would you work with to help educate residents about safety issues, and how would you utilize these resources?

PLEASE APPLY THE FOLLOWING GUIDELINES:

- *Type the answer to the following question and attach to the application packet.*
- *All Applicants must submit both questions listed above.*
- *In the upper right-hand corner of each essay, please type your initials (not your full name) and your SID #, and note the applicable position and the question number you are answering.*
- *Answers should be typed in 10, 11- or 12-point font (Palatino, Arial, Times or Times New Roman), and 1.5- or double-spaced. One page maximum for each question.*
- *Answer the question directly and use specific examples.*
- *Keep in mind the values of the Office of Student Development while completing this section.*
- *Please address issues of diversity, inclusion and social justice in your responses.*

Note: YOU NEED TO SUBMIT THE ORIGINAL AND 2 COPIES OF YOUR ESSAYS.

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SUPPLEMENTARY INFORMATION PAGE

Information on this page will NOT be considered during the selection process (this page will be separated from the rest of your application after submission), but is important information for us to track that we are best serving all of our students.

SID: _____

Date of Birth: _____ Gender: _____

Ethnic Category

Please Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> E – Mexican/Mexican-American/Chicano | <input type="checkbox"/> D – Korean/Korean-American |
| <input type="checkbox"/> 5 – Latin-American/Latino | <input type="checkbox"/> Y – Pacific Islander |
| <input type="checkbox"/> W – Other Spanish/Spanish American (please specify: _____) | <input type="checkbox"/> G – Vietnamese/Vietnamese-American |
| <input type="checkbox"/> 2 – Chinese/Chinese-American | <input type="checkbox"/> X – Other Asian (please specify: _____) |
| <input type="checkbox"/> R – East Indian/Pakistani | <input type="checkbox"/> A – Black/African-American (not of Hispanic origin) |
| <input type="checkbox"/> Z – Middle Eastern/Persian | <input type="checkbox"/> C – American Indian or Alaskan Native |
| <input type="checkbox"/> B – Japanese/Japanese-American | <input type="checkbox"/> F – White/Caucasian (not of Hispanic origin) |
| <input type="checkbox"/> L – Filipino/Pilipino/ Filipino/Pilipino American | <input type="checkbox"/> J – Other (please specify: _____) |
| | <input type="checkbox"/> M – Decline to State |

How Did You Learn About This Position?

Please check all that apply. If there was another source of information that we didn't list, please be as specific as possible in adding it.

- | | |
|---|---|
| <input type="checkbox"/> A. Ad in the Dining Commons | <input type="checkbox"/> M. Table on Sproul |
| <input type="checkbox"/> B. Residence Hall Bulletin Board | <input type="checkbox"/> N. Recommendation of a Friend |
| <input type="checkbox"/> C. On-Campus Flyer | <input type="checkbox"/> O. Recommendation of a Staff Member
(their position: _____) |
| <input type="checkbox"/> D. Academic Services Website | <input type="checkbox"/> P. Email from your RA |
| <input type="checkbox"/> E. OSD Leadership Opportunities Website | <input type="checkbox"/> Q. Academic Services Email |
| <input type="checkbox"/> F. Academic Services Center | <input type="checkbox"/> R. Email from an Academic Department |
| <input type="checkbox"/> G. Cal Jobs | <input type="checkbox"/> S. Facebook Advertisement |
| <input type="checkbox"/> H. Information Session | <input type="checkbox"/> T. Theme Program Presentation |
| <input type="checkbox"/> I. Peer Advising Table | <input type="checkbox"/> U. Classroom Announcement |
| <input type="checkbox"/> J. Mail-box Advertisement | <input type="checkbox"/> V. OSD-CLL Leadership Table |
| <input type="checkbox"/> K. Hall Association Announcement | <input type="checkbox"/> Z. Other _____ |
| <input type="checkbox"/> L. Student Organization Announcement
(group: _____) | |

