



Application for Resident Assistant (RA) Positions in Cheng Yu Tung College (CYTC)

Enthusiastic and responsible applicants are being sought for RA positions in CYTC.

Qualifications

The positions are only open to the CYTC college members.

- College members in their 3rd or 4th year (After Summer of 2015) can apply for RA position.

Job description and responsibilities

As a RA, she/he needs:

- Take responsibility for getting to know every member of the assigned floor.
- Ensure that all residents are properly welcomed and orientated to college life.
- Attend regular RT/RA meetings and other college community meetings as required.
- Organize varied and imaginative floor activities required by the College.
- Assist in fire drills and other events to ensure the safety and well-being of the residents.
- Be the first point of call for all problems on the floor.
- Be visible in the College as a whole but especially on his or her floor.
- Assist in encouraging residents to participate in the activities of HA.
- Act as intermediary in the resolution of inter-personal conflicts on the floor.
- Look out for signs which indicate the students who may have particular difficulties or suffering from depression or anxiety.
- Set a good example at all times such as following regulations
- Ensure that levels of noise are acceptable and conducive to study.
- Assist the College Administration to disseminate information to students when required, and collect information when assigned.
- Regularly check levels of cleanliness, fire equipment, and furnishings on the floor, and immediately report malfunctions to the College Office.
- Other work assigned by the College
- Strictly follow RT/RA leave procedure for taking leave

Benefits

RA will be awarded a 50% reduction of the college fee, and will share with another RA a room with a bath, if available.

Applications must be submitted application form to [cytcollege@umac.mo](mailto:cyclcollege@umac.mo) before March 20, 2015.

- ❖ Please note that the RA position is rewarding but time consuming so please take that into account that before applying.