

The University Religious Conference

2007-2008

URC Intern Application

This completed application packet is due by

Wednesday, April 4, 2007 at 5:00pm

University Religious Conference at UCLA

The University Religious Conference

Dear Applicant:

Thank you for applying to the University Religious Conference Staff Intern position.

The University Religious Conference at UCLA advances ongoing dialogue that fosters the practice of the various religious traditions, encourages trust and respect among diverse religious groups, and promotes religious, spiritual, and ethical values in the campus community.

We invite you to be a part of this mission.

Please be sure to read the job description thoroughly, and should you have any further questions, please feel free to contact the URC at 310-208-5055 or at urcfriend@gmail.com.

On behalf to the URC selection committee, we look forward to hearing from you.

Sincerely,

Hans Oh
URC Administrative Assistant
900 Hilgard Ave.
Los Angeles, CA 90024

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Job Description

The URC intern is responsible for working closely with other interns to develop and maintain the URC.

The Resident Assistant's role includes programming, administrative, and clerical responsibilities, and as such, requires flexibility from the individual in this position. The Resident Assistant serves as a resource to, and promotes the values of the URC. The responsibilities listed will be carried out under the supervision of the building manager.

QUALIFICATIONS

- Undergraduate or graduate student in good standing with UCLA, possessing a minimum 2.300 cumulative GPA and good standing with the University at the time of application and throughout the period of employment.
- The applicant must be a full-time student at UCLA.
- Preferred, but not mandatory: One year experience working as a Residential Assistant in the student dorms on campus.

TERMS OF EMPLOYMENT

1. The Resident Assistant is expected to behave in such a way that does not dishonor the values of the URC.
2. Maintain the required 2.300 minimum GPA throughout the term of employment.
3. The period of employment for this live-in position commences one week prior to fall quarter, and continues indefinitely based on satisfactory performance. Each intern is subject to a performance evaluation every two quarters by the personnel committee and the URC manager.
4. All new residents must participate in a mandatory orientation during spring quarter prior to the start of the school year.
5. The Resident Assistant must be available during evening hours and weekends and must be willing to commit around 10 hours of work a week to this position. This includes providing building coverage during some vacation and holiday periods, which includes, but is not limited to, Thanksgiving and Spring Break, when the building remains open.

COMPENSATION

Resident Assistants will receive a **single room** during the live-in period of employment as compensation. **All utilities (electricity, water, gas) will be covered.** Parking may be rented at additional cost depending on availability.

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BASIC FUNCTIONS AND RESPONSIBILITIES

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The Resident Assistant supports the URC in acting as a liaison to the university. The specific responsibilities of the Resident Assistant position are divided into two categories:

(A) URC DEVELOPMENT AND PROGRAMMING

- 1) Publicize the URC through flyers, advertisements, lecture hall announcements and word of mouth.
- 2) Initiate, plan and implement a minimum of one URC student-based program a quarter, on issues relevant to UCLA students and religion. Examples include: debates, colloquiums, guest speakers, and other interfaith activities.
- 3) Maintain and update the sandwich board on Bruin Walk.
- 4) Revamp the campus interfaith student group, Nexus, which may include restructuring the website, reorganizing/training the student officers, publicizing its events, etc.
- 5) Serve as a constructive and positive role model for personal behavior and academic pursuits and adhere to all URC policies. Demonstrate appreciation of differences in faith and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, and cultural and ethnic diversity issues.

(B) BUILDING MAINTENANCE

- 1) Must be available to open and lock-up the building on designated nights, to be arranged on a rotation basis with the other student residents. Again, this may include weekends and/or holidays, depending on the demands of the URC building. Each intern will arrange to perform the open/lock-up procedure on average 2-3 times a week. Residents may also be asked on rare occasion to respond to building emergencies after building operating hours.
- 2) Sort mail daily.
- 3) Schedule weekly usage of the rooms, and update the calendars.
- 4) Attend weekly meetings with the supervisor.
- 5) Report maintenance problems in a timely fashion in order to maintain the physical condition of the building. Provide immediate follow-up on reported problems.
- 6) Assist in preparation for banquets and special events held at the URC.
- 7) Complete administrative tasks as needed in a timely and efficient manner.
- 8) Maintain and duplicate keys as necessary.
- 9) Stock office supplies and materials.

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10) Perform other duties as assigned by the building manager.

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APPLICATION

Incomplete/late applications will be dropped from the selection process. All submitted materials become the property of the URC, and will remain confidential, used solely for the purposes of selecting the intern. Selected applicants will be invited to a in-person interview with the selection committee at an agreed upon date and time as the final stage of the selection process.

BIOGRAPHICAL INFORMATION SHEET

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

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. You will be required to submit a transcript to verify your enrollment and your G.P.A.*

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.

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

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

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BIOGRAPHICAL INFORMATION SHEET 2007-2008

Employment Information

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

Work Experience

Work & Life Experience: Please provide information about three of your most meaningful previous and/or current paid jobs, volunteer positions, organizations, clubs, or community responsibilities you have held. List the most recent experience first.

EXPERIENCE #1

Organization: _____ Position Title: _____

Begin Date: _____ End Date: _____ High School College Other

Short summary of position held: _____

List applicable skills and knowledge developed or utilized during the course of this position:

EXPERIENCE #2

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Organization: _____ Position Title: _____

Begin Date: _____ End Date: _____ High School College Other

Short summary of position held: _____

List applicable skills and knowledge developed or utilized during the course of this position

EXPERIENCE #3

Organization: _____ Position Title: _____

Begin Date: _____ End Date: _____ High School College Other

Short summary of position held: _____

List applicable skills and knowledge developed or utilized during the course of this position

(II) Other Involvement & Skills:

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OTHER INVOLVEMENT

List other organizations in which you have participated:

OTHER SKILLS

List additional skills you possess that make you a qualified candidate (computer skills, public speaking, networking, etc.)

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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.

Essay Questions: Each answer must be limited to one page, double spaced, 1 inch margins.

- 1) **Tell us about a unique contribution you will bring to the URC. How will your past experiences and talents help you promote the URC's mission?**
- 2) **What are some of the major religious issues facing the UCLA community? What events/activities would you plan to address these issues?**

PLEASE APPLY THE FOLLOWING GUIDELINES:

Type the answer to the following questions and attach to the application packet.

Answer the question directly and use specific examples.

Keep in mind the values of the URC.

Note: YOU NEED TO SUBMIT THE ORIGINAL AND 1 COPY OF THE APPLICATION.

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.

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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.

Applicant's Signature _____ Today's Date _____