

The Resident Adviser Application Process

Applying to be a Resident Adviser (RA) requires several steps. As you are considering the position, please note the following specific criteria about applying:

- You must be a full time enrolled student
- It is preferred that you have lived on campus at least one semester prior to employment; however off campus students are encouraged to apply.
- You must have earned no lower than a 2.5 cumulative GPA at the end of Fall 2009
- You must be in good judicial standing with the university

Step One: Attend an Information Session

Attending an Information Session is highly suggested when applying for an RA position. Students will receive information regarding the overall job responsibilities of the position, valuable tips on how to complete application materials, and an opportunity to speak with current RAs and professional staff members. The sessions are schedule for one hour and are offered at various times and locations.

Monday November 2

Noon-1:00 pm	Student Union Room 2584
1:30-2:30 pm	Parks Tower Multipurpose Room
7:30-8:30 pm	Academic House Lobby
8:00-9:00 pm	The Crossings Multipurpose Room

Tuesday November 3

1:00-2:00 pm	Ottawa East Multipurpose Room
4:00-5:00 pm	Parks Tower Multipurpose Room
7:00-8:00 pm	Ottawa East Multipurpose Room

Wednesday November 4

Noon-1:00 pm	Parks Tower Multipurpose Room
3:00-4:00 pm	The Crossings Multipurpose Room
6:00-7:00 pm	Dowd Hall Front Desk Conference Room
7:00-8:00 pm	McComas Village (House Managers Only-must be a Fraternity or Sorority member to apply)
7:30-8:30 pm	Academic House Lobby

Thursday November 5

12:30-1:30 pm	Student Union Room 2584
3:00-4:00 pm	Ottawa East Multipurpose Room
6:00-7:00 pm	International House Multipurpose Room
6:00-7:00 pm	MacKinnon Hall Library
9:30-10:30pm	Dowd Hall Front Desk Conference Room

Friday November 6

10:00-11:00 am	International House Multipurpose Room
11:30-2:30 pm	Parks Tower Multipurpose Room
7:30-8:30 pm	Academic House Lobby
8:00-9:00 pm	The Crossings Multipurpose Room

Step Two: Complete Application and Reference Forms

Applications will be available beginning November 2nd. Applications must be fully completed and submitted electronically by 5pm on November 30th to receive full consideration. Once your application has been successful submitted, please print a copy of the confirmation page for your records.

Two reference forms must be completed and submitted by Friday December 4th. It is highly encouraged to have at least one member of the Office of Residence Life staff serve as a reference for you.

Step Three: Grade and Judicial Checks

Academic and judicial eligibility will be verified during Winter Break. Applicants must meet the required 2.5 cumulative GPA and remain in good judicial standing with the university. Individuals no longer eligible to apply will receive written notification of their removal from the application process.

Step Four: Individual Interview and Group Process

Individual interviews will take place in January. Applicants will be asked to schedule a 30-minute interview time with a Hall Director and current Resident Adviser. Interview locations are not available at this time. Information about signing up for interviews is not available at this time.

The Group Process will take place early second semester. The specific date has not been determined. More information will be available to applicants soon.

Step Five: RA Selection

In February, Hall Directors will select the staff for the 2010-2011 academic year. Applicants will receive written notification that they are either:

1. Hired and placed onto a staff
2. Eligible for hire at a later date, and placed in the alternate pool
3. Not selected as a 2010-2011 Resident Adviser

For those that are hired or placed in the alternate pool, you will be asked to confirm your hire or alternate pool placement. Applicants must confirm their acceptance in writing by returning a signed copy of their offer letter by the date indicated. Applicants who do not confirm their acceptance will be removed from the process. The alternate pool will also be used to fill open positions during the spring 2010 and fall 2010 semesters.

Step Six: Paraprofessional Class

All new hires and eligible applicants in the alternate pool are required to participate in and complete the Spring 2010 Paraprofessional Class. More information regarding the class will be available at a later date.

Step Seven: Paraprofessional Staff Training

Paraprofessional Staff Training will begin in early August and continue through the opening weekend. Specific return dates will be announced at a later date.