

RA Applicant Information

Academic Year 2016-2017

Welcome:

As a Resident Assistant, you are given many opportunities to grow both personally and professionally. In this position, you will be working closely with fellow students, staff and administrators to promote academic success and the personal well-being of students at Saint Mary's. As an RA you will support students in the residence halls in adjusting to the various stresses and demands of college life. You will also create safe inclusive community among your residents, assist students with personal issues and help them develop skills necessary to be successful students and citizens of the world. It is truly a rewarding experience!

During the application process each candidate will be given an opportunity to demonstrate written, oral and group interaction skills. Please read this information very carefully. You will not be considered for the position unless your application is complete.

Who is going through this process in the fall?

1. Students who are going abroad in the Spring

****If you do not meet this, you will be asked to go through the process in the Spring 2016 semester.**

Fall Semester Time Line:

- **RA Information Session:** September 28th
- **RA applications due ONLINE:** October 30th
- **RA Group Process presentations:** November 19th & 20th
- **RA Interviews:** November 30-December 4th
- **RA Letters:** March

SPRING Time Line:

- **RA Information Session:** January 12th
- **RA applications due ONLINE:** January 29th
- **RA Group Process presentations:** February 20th
- **RA Interviews:** February 22-March 4
- **RA Letters:** March

Information Sessions:

We strongly encourage students who want to be considered for a RA position to attend one of the information sessions. The selection process has changed significantly this year and we will review the process in length at the information sessions. These sessions are an opportunity to have all of your questions answered.

If you are unable to attend an information session, I would strongly encourage you to speak with your Hall Director so that she can review with you the process.

A copy of the presentation is available per request to stthomas@saintmarys.edu

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RA Contract:

On our website we have attached the RA contract. Please review the qualifications and expectations. If you have any questions, please contact your Hall Director.

Application:

The application has several components:

1. **On-line application (Available September 30):** You will complete the on-line application after you have all of the components finished. (link will be provided in an email). This is the last step!

STEPS 2-5 MUST BE INCLUDED IN 1 PDF Copy.

2. **Resume:** As part of the on-line application, you will be required to attach a current resume in pdf format. If you need assistance with your resume, please contact the Career Crossings office.
3. **Reference Letter:** You will need to obtain a reference letter from a former supervisor/employer/etc. that can speak to your leadership abilities in relation to the RA position. This reference letter should not come from a friend, roommate or your current RA/HD. As part of the on-line application, you will be required to attach the reference letter in pdf format.
4. **Leadership Self Reflection:** You are required reflect on your previous and current leadership roles (organizations, classroom, residence hall, society, etc.) and write a 2-3 page response to the following questions:
 - a. What did you learn about yourself through these experiences
 - b. What did you learn about your peers and society through these experiences
 - c. How would you define leadership
 - d. How would you define your leadership style
 - e. How can you incorporate the College's Core Values in this leadership role.The focus is on content and not length. As part of the on-line application, you will be required to attach this reflection in pdf format.
5. **Case Study Response:** You are required to read the case study provided and write a response. The case study is broken into 3 scenes with questions after each scene. You are to submit a response to each question (total response must not be longer than 3 pages). The focus is on content and not length. This should be done independently and you should refrain

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from discussing your response with other candidates. As part of the on-line application, you will be required to attach this response in pdf format.

Group Presentation:

Once you have submitted your on-line application and it is reviewed to ensure that you meet the minimum qualifications, you will be assigned into a small group (4-6 candidates). Each group will be assigned a current RA as a group facilitator. Working together, you will meet on your own at least twice to work on a group presentation which will be presented in front of Residence Life staff members (HDs and RAs). At your first meeting, your group facilitator will share with you the requirements for the project. Each group will be assigned a 15minute (with 5 minutes for set-up) interview time slot on **November, 19-20th.** It is expected that all group members (excluding the facilitator) will play an active role in the presentation. This presentation can be as creative (and in any format) you want. Business appropriate attire is strongly recommended. You will get an email confirmation with your presentation time and location.

This group process is for all applicants to assist the Res. Life staff in determining building and floor placements.

Individual Interview:

Once you click submit for your on-line application, your application will be reviewed by the Residence Life staff. If you meet the minimum requirements, you will be sent an email with the link to schedule your individual interview.

You will be interviewed by 2 Hall Directors for approx. 45 minutes. The first 10 minutes (with 5 minutes for any set-up) will be a brief presentation from you on why you want to be an RA. This presentation can be as creative (and in any format) you want. Then the remaining 30 minutes will be used to converse and follow-up on what you submitted with your application and your group process experience. Business appropriate attire is strongly recommended. You will get an email confirmation with your interview date, time and location.

****RETURNING RA's ONLY**

Individual Interview:

Creation of a Presentation/portfolio of your experience as an RA for the individual interviews (20 minutes) answering:

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what I have done as an RA,
where I want to go as an RA,
what I learned as an RA,
your challenges and motivation
how have you worked with your MA this year
how have you incorporated the Core Values into your work
And your plans for being an RA if chosen (include work with MA and Core Values)