

Spring 2014 candidates

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.

Spring 2014 Process Important Dates:

- **RA information session:** January 15, 2014
- **RA applications due ONLINE:** February 3, 2014
- **RA group presentations:** February 22, 2014
- **RA individual interviews:** February 24, 2014- March 6, 2014
- **RA letters:** March 18, 2014
- **Final decisions due:** March 24, 2014

Information Sessions:

We strongly encourage students who want to be considered for a RA position to attend an information session. The selection process has changed significantly this year and we will review the process in length at this time.

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 reslife@saintmarys.edu.

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. **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.
2. **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.
3. **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

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.

4. **Case Study Response:** You are required to read the case study (available on the Residence Life website) 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 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.
5. **On-line application (Available December 2nd):** You will complete the on-line application after you have all of the components finished. This is the last step! Once you have completed steps 1-4, **you will create 1 pdf with all of components in this order:**
 - Resume
 - Reference letter
 - Leadership self-reflection
 - Case study response

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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 20 minute (with an additional 5 minutes for set-up) interview time slot on **Saturday, February 22, 2014.** 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. Appropriate business attire is strongly recommended. You will get an email confirmation with your presentation time and location.

Individual Interview:

Once you have completed your group presentation, you will be sent an email to log into the system to schedule an 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 presentation. Appropriate business attire is strongly recommended. You will get an email confirmation with your interview date, time and location.