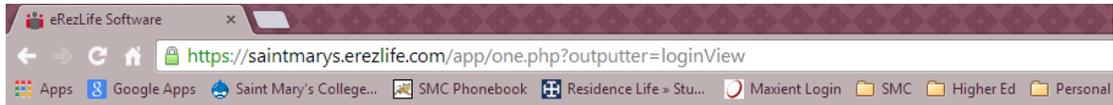


RA Application Process Screen Shots:



eRezLife
residence life software
Residence Life Management
Assignment
Staff Application

SAINT MARY'S
COLLEGE
NOTRE DAME, IN

eRezLife account information

username

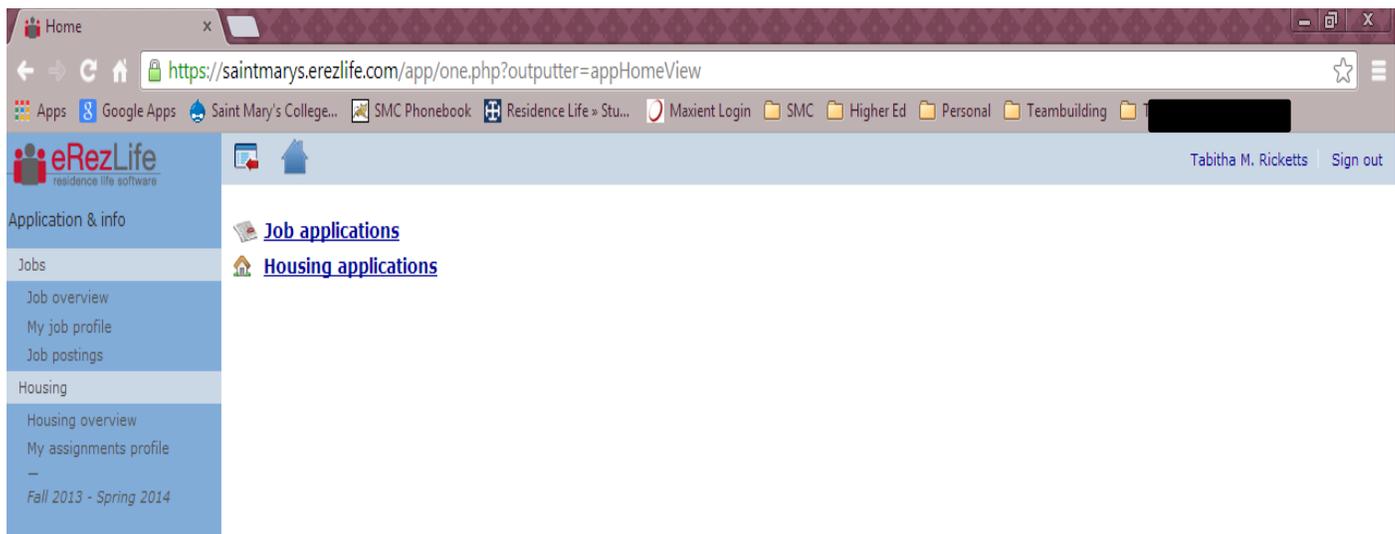
password

[sign in](#)

Website: <https://saintmarys.erezlife.com/app/one.php?outputter=loginView>

Login information is the same as your Saint Mary's email account information.

Once successfully logged in, this screen will appear.



On the left side navigation bar, under jobs, click on my job profile. Complete all of the questions in the sections (personal and demographic). Hit the SAVE button on the bottom left.

The screenshot shows a web browser window with the URL <https://saintmarys.erezlife.com/app/one.php?outputter=staffAppProfile>. The page is titled "My profile" and contains a form with the following sections and fields:

- expand all collapse all** (links)
- show all options hide all options** (links)
- Additional Information** (section header)
- Preferred Name:
- Intended Major:
- Shirt size:
- How many semesters have you lived on campus at SMC (including this semester)?
- Intended to be abroad in the fall semester? Yes No
- Intended to be abroad in the spring semester? Yes No
- Intended involvement in any athletic team/sport (SMC or ND)? Yes No
- Intended involvement in ROTC? Yes No
- Intended involvement in ND Marching Band? Yes No
- Have you ever been found responsible for violating the SMC or any other College's Code of Student Conduct? Yes No
- Have you ever been placed on academic probation at SMC? Yes No
- I give permission to the Registrar's Office, Business Office, Office of Residence Life and Community Standards and all other campus offices that has information regarding my eligibility to meet and maintain the "Conditions for Employment" as stated in the RA employment contract (i.e. grade point averages, community standards records, financial standing). Yes No

Then go back to the left side navigation bar, and click on job postings.

The screenshot shows the "Job postings" page in the eRezLife system. The page displays a list of job postings with application deadlines. A callout box highlights the "Spring 2014 LeMans Hall RA candidates" section.

Job postings (3)

ARA 2014-2015

Position Summary ... [\[more\]](#)

Application deadline	Returning RA (rising juniors)	Returning RA (rising seniors only)
Feb 3 2014	Nov 2 2013	

RA 2014-2015

Position Summary ... [\[more\]](#)

Application deadline	New RA 14-15 academic year (applying in the fall 13 semester)	New RA 14-15 academic year (applying in the spring 14 semester)	Returning RA (rising juniors)	Returning RA (rising seniors only)
Nov 2 2013	Nov 3 2013	Feb 3 2014	Feb 3 2014	Nov 2 2013

Spring 2014 LeMans Hall RA

Position Summary ... [\[more\]](#)

Application deadline
Nov 2 2013

Spring 2014 LeMans Hall RA candidates:

If you also want to apply for the 14-15 academic year, you will need to submit a 2nd RA app (apply in the spring 14 semester NOT applying for fall 13 semester).

Here you will see all of the current positions available to apply for and the deadlines. Click the title of the position you want to apply for.

Returning RAs: if you are applying for both the ARA and RA position, you will need to complete an application for each position. This will allow you to rank the buildings based on position type.

You will then see one of the following screens:

The screenshot shows the eRezLife job posting page for "ARA 2014-2015". The page includes a search bar, a sidebar with "Application & info" and "Jobs" sections, and a main content area. The main content area features a "Position Summary" section describing Administrative Resident Advisors (ARAs), an "Application deadline" section with two dates: "Returning RA (rising juniors) Feb 3 2014" and "Returning RA (rising seniors only) Nov 2 2013", a "Location openings (6)" section listing Holy Cross Hall, Le Mans hall, McCandless Hall, Opus Hall, and Regina North Hall, and an "Additional resources" section with a link to "BL - ARA Contract.pdf". A green "Apply now" button is visible in the top right corner.

The screenshot shows the eRezLife job posting page for "RA 2014-2015". The page includes a search bar, a sidebar with "Application & info" and "Jobs" sections, and a main content area. The main content area features a "Position Summary" section describing Resident Advisors (RAs), an "Application deadline" section with four dates: "New RA 14-15 academic year (applying in the fall 13 semester) Nov 2 2013", "New RA 14-15 academic year (applying in the spring 14 semester) Feb 3 2014", "Returning RA (rising juniors) Feb 3 2014", and "Returning RA (rising seniors only) Nov 2 2013", a "Location openings (39)" section listing Holy Cross Hall, Annuciata Hall, Le Mans hall, McCandless Hall, Regina North Hall, and Regina South Hall, and an "Additional resources" section with a link to "BL - RA Contract.pdf". A green "Apply now" button is visible in the top right corner.

The screenshot shows the eRezLife job posting page for "Spring 2014 LeMans Hall RA". The page includes a search bar, a sidebar with "Application & info" and "Jobs" sections, and a main content area. The main content area features a "Position Summary" section describing Resident Advisors (RAs), an "Application deadline" section with one date: "Nov 2 2013", a "Location openings (2)" section listing Le Mans hall, and an "Additional resources" section with a link to "BL - RA Contract.docx". A green "Apply now" button is visible in the top right corner.

On the right hand side you will click on APPLY NOW.

On this page, you will need to select the **1 applicant group** that describes you. You will see a large green check mark in the grey circle next to the group you select.

This screenshot shows the 'Select applicant group' page for job ARA 2014-2015. The page title is 'Select applicant group'. Below the title, it says 'Please choose the applicant group that best describes you for the job ARA 2014-2015.' There are two options, each with a radio button and an application deadline icon:

- Returning RA (rising juniors)**: Current RAs who will be of junior student status for the 14-15 academic year. Application deadline: Feb 3 2014.
- Returning RA (rising seniors only)**: Current RAs who will be of senior student status for the 14-15 academic year. Application deadline: Nov 2 2013.

At the bottom of the options, there is a green 'Apply now' button.

This screenshot shows the 'Select applicant group' page for job RA 2014-2015. The page title is 'Select applicant group'. Below the title, it says 'Please choose the applicant group that best describes you for the job RA 2014-2015.' There are five options, each with a radio button and an application deadline icon:

- New RA 14-15 academic year (applying in the fall 13 semester)**: Students who wish to be an RA during the 14-15 academic year who are completing the RA selection process in the fall 2013 semester because either they will be a senior next year OR going abroad in the spring 2014 semester. Application deadline: Nov 2 2013.
- New RA 14-15 academic year (applying in the spring 14 semester)**: Students who wish to be an RA during the 14-15 academic year who are completing the RA selection process in the spring 2014 semester. Application deadline: Feb 3 2014.
- Returning RA (rising juniors)**: Current RAs who will be of junior student status for the 14-15 academic year. Application deadline: Feb 3 2014.
- Returning RA (rising seniors only)**: Current RAs who will be of senior student status for the 14-15 academic year. Application deadline: Nov 2 2013.

At the bottom of the options, there is a green 'Apply now' button.

This screenshot shows the 'Select applicant group' page for job Spring 2014 LeMans Hall RA. The page title is 'Select applicant group'. Below the title, it says 'Please choose the applicant group that best describes you for the job Spring 2014 LeMans Hall RA.' There are two options, each with a radio button and an application deadline icon:

- New RA 14-15 academic year (applying in the fall 13 semester)**: Students who wish to be an RA during the 14-15 academic year who are completing the RA selection process in the fall 2013 semester because either they will be a senior next year OR going abroad in the spring 2014 semester. Application deadline: Nov 2 2013.
- Spring 2014 LeMans Hall RA**: Students who wish to apply to be an RA for LeMans Hall for next semester (Spring 2014). Must meet minimum qualifications (see RA job contract). Application deadline: Nov 2 2013.

At the bottom of the options, there is a green 'Apply now' button.

Then you will also upload your files (new RA applicants only). Then complete the 3 job preference questions. If you have no preference, then leave the no preference boxes checked. When you are done, hit the SAVE button on the bottom left.

The screenshot shows a web browser window with the URL https://saintmarys.erezlife.com/app/one.php?outputter=staffApplicationView&application_id=1&p_id=3541. The page title is "Application" and the eRezLife logo is visible. The navigation menu includes "overview", "applicant group", "questions", and "submit". A sidebar on the left lists "Jobs", "Job overview", "My job profile", "Job postings", "Spring 2014 LeMans Hall RA", and "Housing". The main content area has a "no preference" warning icon. Under "Application Uploads", there are three sections: "Leadership Self Relection:", "Case Study:", and "Reference:", each with a "Choose File" button and "No file chosen" text. Under "Job Preferences", there are three questions, each with "Yes" and "No" radio buttons and a checked "no preference" checkbox. At the bottom, there are navigation links "<< applicant group" and "submit >>", and "save" and "cancel" buttons.

The next screen you will see is the submit application screen. If you have a yellow caution button, click on the link and complete that section. If you have 2 green check marks then you are set. Then, read over the statement at the bottom, check the the box and hit the SUBMIT button on the bottom right.

The screenshot shows a web browser window with the URL https://saintmarys.erezlife.com/app/one.php?outputter=staffAppConfirmation&p_id=3541&application_id=1. The page title is "Submit application" and the eRezLife logo is visible. The navigation menu includes "overview", "applicant group", "questions", and "submit". A sidebar on the left lists "Jobs", "Job overview", "My job profile", "Job postings", "Spring 2014 LeMans Hall RA", and "Housing". A yellow banner at the top says "Changes were saved successfully". The main content area has a "no preference" warning icon. Below the navigation menu, there are two status items: a yellow caution icon with the text "I have filled out my profile and demographics information" and a green checkmark with the text "All applicable job application questions have been answered". Below these is a checkbox with the text "By checking off this item, I declare that I understand and agree to the following:". Underneath, there is a statement: "All information provided and contained within this application is truthful and accurate to the best of my knowledge. Saint Mary's College may contact my references". At the bottom, there are navigation links "<< questions" and "submit" buttons.

The next screen will have a large green check mark on the upper right hand side. You are done for the time being. A confirmation that we received your application was sent to your Saint Mary's email.

The Residence Life staff will review the applications and notify you of your progress. If you are offered an interview, an email will be sent to you instructing you to log back in and choose an interview time slot. As you can see on this screen shot, that is an action item. You would also see that under job overview. If you are not offered an interview, your application will be closed by the Residence Life staff.

If you have any questions, please email reslife@saintmarys.edu or ask your Hall Director.

Application overview

https://saintmarys.erezlife.com/app/one.php?outputter=staffAppOverview&p_id=3541&application_id=1

Apps Google Apps Saint Mary's College... SMC Phonebook Residence Life » Stu... Maxient Login SMC Higher Ed Personal Teambuilding Teacher Jobs

✓ Your application for Spring 2014 LeMans Hall RA has been submitted

Application & info

Jobs

Job overview
My job profile
Job postings
—
Spring 2014 LeMans Hall RA
Housing

overview applicant group questions submit

submitted

Your application was submitted on Oct 31, 2013 04:14 pm
Application deadline is Nov 02, 2013
[withdraw application](#)

⚠ Action items

[Schedule an interview for New Applicant](#) by Oct 31, 2013

Spring 2014 LeMans Hall RA
Job dates: Jan 10, 2014 to May 19, 2014

Position Summary
Resident Advisors (RAs) are para-professional members of the Student Affairs staff selected on the basis of leadership, character, and the ability to relate well with others. Reporting to a Hall Director, RAs are responsible for the guidance and community development of a residence hall floor or section. RAs are expected to be mature individuals who exert a positive influence on the members of their community. They are also expected to be concerned, responsible individuals who are enthusiastic and have a positive outlook towards Saint Mary's College.

See attached resource for the entire RA contract.

Application deadline

New RA 14-15 academic year (applying in the fall 13 semester) Nov 2 2013
Spring 2014 LeMans Hall RA Nov 2 2013

Location openings (2)

2 Le Mans hall

Additional resources

[RL - RA Contract.docx](#)

Questions? Contact:
[Janielle.Tchakerian <itchaker@saintmarys.edu>](mailto:Janielle.Tchakerian<itchaker@saintmarys.edu>)