



## New RA Application Timeline

### Selection Process

The RA Selection Process is a multi-step process. The timeline and descriptions below are meant to help you understand each phase and your role in the process.

### Timeline for Selection Process

Date	Activity
November 9 <sup>th</sup>	Resident Assistant Applications OPEN
November 8 <sup>h</sup> 5:00pm	Information Sessions for interested students. Location: LLC Classroom
November 14 <sup>th</sup> 8:00pm	Information Sessions for interested students Location: LLC Classroom
November 16 <sup>th</sup> 12:00pm	Information Sessions for interested students Location: LLC Classroom
December 17 <sup>th</sup>	Resident Assistant Applications CLOSED   Deadline for all applicants to apply and have references submitted.
January 14 <sup>th</sup>	Invitations will be sent to applicants who have been selected for an interview
January 15 <sup>th</sup> -18 <sup>th</sup>	Invited applicants will sign-up for an interview time in the Student Life Office with Mr. Alton Wade
January 21 <sup>st</sup> - 25 <sup>th</sup>	RA interviews conducted in the Location: TBD
February 4 <sup>th</sup>	Letters e-mailed to applicants with their status in the process: (1) RA position offered (2) Alternate position offered (3) No position offered
February 8 <sup>th</sup>	Deadline for applicants to accept or reject the employment offer

### RA Selection Information Sessions

Before submitting your application, we highly encourage you to must attend one of the information sessions. The dates are:

- **Information Session #1: Thursday, November 8, 2018 at 5:00pm in the LLC Classroom**
- **Information Session #2: Wednesday, November 14 2018 at 8:00pm in the LLC Classroom**
- **Information Session #3: Friday, November 16, 2018 at 12pm in the LLC Classroom**

Resident Assistant information sessions provide all students interested in the RA position an opportunity to learn more about the RA position, the application, the selection process, and the RA Spring class. The information session will also provide prospective RA candidates the opportunity to discuss the RA position with current student staff members. If you are unable to make an information session but still have questions please feel free to e-mail [reslife@cbu.edu](mailto:reslife@cbu.edu).

### Application Dates

**Available:** Friday, November 9, 2018 at 8:00am

**Due:** Monday, December 17, 2018 by 5:00pm

### Monday, January 14<sup>th</sup>

RA Interview Invitations Distributed: After the applications are submitted, they will be reviewed by members of the Residence Life team. The number of new staff members that are needed each year will dictate how many students are interviewed for RA positions. If, after reviewing your application materials, you are selected for an interview, you



will receive an invitation on January 14, 2019. If you are not selected for an interview, your application will remain active until all positions are filled, at which point you will be notified that the selection process is closed.

**January 15<sup>th</sup> - January 18<sup>th</sup>** RA Interview Sign-Up: If you receive an invitation to interview you will be required to sign-up for an interview by 5:00pm on Friday, January 18, 2019. If you receive an interview invitation, you will sign up with Mr. Alton Wade in the Student Life Office.

**January 21<sup>st</sup> – January 25<sup>th</sup>**

RA Interviews: The interview phase of the selection process will take place Monday, January 21, 2019 – Friday, January 25, 2019 depending on what day you signed up for an interview. During the interview you will meet with Residence Life professional and student staff to discuss your interest in the position. Please allow for an hour to complete the interview process. Note: if these dates do not work for you, we will discuss your individual circumstances and find an alternate time to interview you.

**February 4<sup>th</sup>**

RA Selection / Offer Emails: Emails will be sent to all applicants indicating if they are being offered a position for the 2019-2020 academic year by Monday, February 4<sup>th</sup>. Applicants will receive one of three letters:

- **Position Offer:** This letter states that you are being offered a RA position for the 2019-2020 academic year.
- **Alternate Offer:** This letter states that you are being offered a spot in the alternate pool. The alternate pool is a group of candidates that will be considered for RA positions that come open throughout the summer and the academic year.
- **No Position Offer:** This letter states that we are unable to offer you a RA position.

