

NEW RESIDENT ASSISTANT (RA) APPLICATION PACKAGE – 2018

The guidelines and timeline for the RA application process will be as follows:

Complete application packages must include:

- **Application Form**

- Complete application packages are due on **Friday, February 2, 2018 at 4:30pm**. Late and/or incomplete applications will **not** be considered. Applications may be submitted to:
 - Residence Services Office (Saskatchewan Hall 128)
 - RA/Coordinator Office in your area
 - Via email to ra.hire@usask.ca
- All applicants, regardless of having previously lived in Residence or not, are both welcome and encouraged to apply. Although applicants need not have lived in Residence prior to submitting an application, **all successful applicants must live in Residence for the duration of their employment**.
- If you have previous experience as a Resident Assistant (or equivalent) please fill in the corresponding section on the form and contact us at ra.hire@usask.ca
- Those who pass the initial screening process will be invited to participate in one group interview. A group interview is a means to gauge individual performance within a team dynamic. Groups of candidates will be required to complete tasks of varying subject matter related to the RA role. Individual interviews will be completed by **Friday, March 2, 2018**.
- **Alternate RAs** – Current Alternates are exempt from attending a Group Interview. Alternates who were not offered a permanent position will be invited directly for a personal interview, upon successfully passing the initial screening process. Alternates are required to submit a reflection paper with their application form. The reflection should speak to individual experiences during Training as well as discussing why they have chosen to reapply for the role.
- Hiring decisions will be communicated to applicants in late March. At this time, applicants will find out whether or not they are successful, and who their team members are. Successful applicants will attend a Welcome Meeting in early April.

NEW RESIDENT ASSISTANT (RA) APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS OF THE FORM. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

I am applying for an RA position in (you may only apply to only **one** area):

Voyageur Place
 College Quarter
 Seager Wheeler Hall
 Assiniboine & Wollaston Halls

Name (Last, First):

NSID:

Date of birth:

Phone Number:

Current Address (including Building & Room #):

Permanent Address:

College and Major/Field of Study:

Average Last Term:

Overall Average:

Previous RA Experience:

If you have experience as an RA (or equivalent) at a different institution, please include those details (where, when, etc.) here and describe your experience in the next section.

Leadership Experience:

Please briefly describe any experience you have had in a leadership capacity.

Other Work/Volunteer Experience:

Use this section to describe any other work or volunteer experience you have.

Why do you want to be an RA?:

Tell us what you know about the RA role already, why you applied, and why you think you are a good fit.

What else should we know about you?

Use this section to elaborate on your skills and abilities.

Reference Information:

Please provide a reference that has supervised you in a professional or academic environment. Include their name, phone number, email address, and the capacity in which they worked with you (location, role, etc.).



All Applicants:

The RA role is competitive as there are a limited number of positions per Residence community. Alternates attend Training, live on campus, and are called upon to assume a permanent RA position at any point during the academic year should a position become available. ***Given the above, would you be willing to accept an Alternate position if you are offered one?*** Yes No

New Applicants Only (current Alternate RAs exempt):

Applicants who have passed the initial screening process will be invited to one Group Interview. Please check off **all** sessions that you would be available for:

- Wednesday, February 7, 6:00pm – 9:00pm
- Thursday, February 8, 6:00pm – 9:00pm
- Friday, February 9, 6:00pm – 9:00pm

Office Use Only

Application RA NP _____

Group Interview: Wed. PM Thurs. PM Fri. PM Individual Interview: _____

2017/2018 New RA 2017/2018 Alternate