

NEW RESIDENT ASSISTANT (RA) APPLICATION PACKAGE – 2019/2020

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 **Thursday, January 31st, 2019 at 4:30pm**. Late and/or incomplete applications will **not** be considered. Applications may be submitted to:
 - Residence Services Office (Saskatchewan Hall 128)
 - McEown Park Office (Seager Wheeler Hall 104)
 - RA or Coordinator Office in your area
 - Via email to ra.hire@usask.ca
- All applicants (whether or not they have lived in U of S Residence before) are welcomed and encouraged to apply. **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 an opportunity for the hiring panel to meet candidates in team settings. 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 1st, 2019.
- **Alternate RAs**
 1. 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.
 2. Current Alternates may be exempt from group or individual interviews if they are being considered.
- Hiring decisions will be communicated in late March. At this time, applicants will find out if they are successful in obtaining an RA or Alternate RA role. Successful applicants will attend a Welcome Meeting in early April. All communication regarding the RA application and hiring decision will be sent to official University e-mail addresses (if you are a current U of S student) or hand delivered.

NEW RESIDENT ASSISTANT (RA) APPLICATION FORM

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

Area Selection- Preferred Choice

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

Voyageur Place College Quarter Seager Wheeler Hall Graduate House Assiniboine & Wollaston

**Graduate Team includes Graduate House, Assiniboine Hall and Wollaston Hall*

Area Selection- Secondary Choice(s)

Applicants will first be considered for their preferred area (selected above) before being considered for any of the secondary options selected (if applicable).

Other areas I would be willing to be considered for include (please check **all that apply**):

Voyageur Place College Quarter Seager Wheeler Hall Graduate House Assiniboine & Wollaston

None (choosing this option means that should you not be successful in obtaining a role for your preferred area, you will **not** be considered for any other areas.

**Graduate Team includes Graduate House, Assiniboine Hall and Wollaston Hall*

Name (Last, First):

NSID:

E-mail (for non-U of S students):

Date of birth:

Phone Number:

Note: Age limit is waived for VP applications

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 can be 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

Please note: all candidates will be considered for RA positions first; your answer to the question above has no impact on your application for a permanent RA position

New Applicants and Current *Alternate RAs*:

Applicants who have passed the initial screening process will be invited to a Group Interview. Please check off **all** dates you are available for:

- Monday, February 4th, 5:30pm – 8:30pm
- Tuesday, February 5th, 5:30pm – 8:30pm
- Wednesday, February 6th, 5:30pm – 8:30pm

Office Use Only

Application RA NP

Group Interview: Mon. PM Tues. PM Wed. PM Individual Interview: _____

2019/2020 New RA 2019/2020 Alternate