

NEW RESIDENT ASSISTANT (RA) APPLICATION PACKAGE – 2017

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

Complete application packages must include:

- Application form
- Resume
- Cover Letter
- Reference form

- Complete application packages are due on **Friday, February 3, 2017 at 4.30pm**. Late and/or incomplete applications will not be considered. Applications may be submitted to:
 - Residence 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 employment.**
- 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 3, 2017**. The reference form must be filled out by an RA or professional reference, placed in an envelope and returned to the applicant for submission (must be attached to the full application package); the envelope must be signed by the referee on the envelope seal.
- **Alternate RAs** – 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 exempt from attending a Group Interview. Alternates are required to submit a reflection paper in place of a cover letter. 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 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 APPLICATION FORM

UNIVERSITY OF SASKATCHEWAN, RESIDENCE DEPARTMENT

I am applying for an RA position in (you may only apply for ONE):

Voyageur Place
 College Quarter
 Seager Wheeler Hall
 Assiniboine/Wollaston Halls

Name (Last, First):

NSID:

Date of birth:

Official University Email:

Phone:

Current Address (Building & Room #):

Permanent Address:

College and Major Field of Study:

Average Last Term:

Overall Average:

New Applicants Only (*previous alternates 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 8, 6:00pm – 9:00pm
 Thursday, February 9, 6:00pm – 9:00pm
 Friday, February 10, 6:00pm – 9:00pm

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

Office Use Only

Application
 Resume
 Cover Letter
 Reference

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

2017/2018 New RA
 2017/2018 Alternate

REFERENCE FORM

Note to the referee:

The Resident Assistant (RA) role is a live-in position. RAs provide continuous student support by acting as a resource for residents. They foster and promote inclusive living environments for a diverse demographic of students that directly support academic and personal development within the Residence community.

Please respond to the following questions. Enclose this form in an envelope and sign your initials on the seal. Please return the signed envelope to the applicant for submission before **Friday, February 3, 2017**.

Your Name (Last, First):

Applicants Name (Last, First):

What characteristics and qualities does the applicant possess that would make them a good RA?

Has this person contributed positively in Residence? If this is not applicable, has this person contributed positively in your professional environment/relationship? Please elaborate.

Would you have any concerns or reservations about this person being an RA?

Yes No

If yes, please explain.