

## NEW RESIDENT ASSISTANT (RA) APPLICATION PACKAGE – 2021/2022

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 **February 17, 2021 at 4:00PM**. Late and/or incomplete applications will not be considered. Applications may be submitted:
  - Via email to [ra.hire@usask.ca](mailto:ra.hire@usask.ca)
- All applicants (whether or not they have lived in USask 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](mailto:ra.hire@usask.ca).

### HIRING PROCESS

- Application Streams

<p><u>Stream 1 &amp; 2</u> College Quarter Phase I, Graduate House, Seager Wheeler, and Assiniboine &amp; Wollaston Halls</p> <ul style="list-style-type: none"> <li>- <i>Stream 1</i>: guaranteed positions based on our current RA Team size</li> <li>- <i>Stream 2</i>: stand-by positions; to be filled based on need/student population</li> </ul>	<p><u>Stream 3</u> Voyageur Place and College Quarter Phase II</p> <ul style="list-style-type: none"> <li>- <i>Stream 3</i>: positions available if these areas open in the 2021-2022 academic year</li> </ul>
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- COFFEE CHAT
  - Candidates who passed the initial screening process will be invited to a virtual Group Coffee Chat. Invitations will be sent via email (official university email for current USask students).
- Alternate RAs
  1. Alternate 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 receive a virtual Welcome Letter in late March. All communications regarding the RA application and hiring decision will be send to official university e-mail addresses (if you are a current USask student).

NEW RESIDENT ASSISTANT (RA) APPLICATION FORM
<b>Part I. Streams</b>
<b>You can apply for more than one stream. Please complete all sections below.</b>
<u>Stream 1.</u> Guaranteed Positions in Open Areas
Please choose <b>ONLY ONE</b> area you are applying for.
College Quarter      Seager Wheeler      Graduate House      Assiniboine & Wollaston
<u>Stream 2.</u> Stand-By Positions in Open Areas
These are positions that will be filled based on student need/demand, depending on the COVID-19 pandemic and the university's plan for the upcoming academic year. <b>Given this, are you willing to accept a stand-by position if you do not receive a guaranteed position in the area you selected above?</b> <b>Yes</b> <b>No</b>
<u>Stream 3.</u> Positions in Areas Currently Closed
Please choose the areas you would like to be considered for ( <i>choose all that apply</i> )
Voyageur Place      College Quarter      Not Applicable
<i>Note: Positions in these areas are dependent upon whether they will be open in the 2021-2022 academic year.</i>

PART II. APPLICANT INFORMATION	
Name (Last, First):	NSID:
Date of birth:	E-mail (for non-USask students):
Note: Age limit is waived for VP applications	Phone Number:
Current Address (Building & Room #):	
Permanent Address:	
College and Major/Field of Study:	
Average Last Term:	Overall Average:
<b>Previous RA Experience:</b> 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.	

**PART III. APPLICANT QUESTIONS**

**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 address, 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 virtual Group Coffee Chat. Please check off **all** dates you are available for:

- Tuesday, February 23 (1:00PM-3:00PM)
- Wednesday, February 24 (1:00PM-3:00PM)
- Thursday, February 25 (1:00PM-3:00PM)
- Friday, February 26 (1:00PM-3:00PM)

**Office Use Only**

Application

Group Coffee Chat Date: \_\_\_\_\_ Individual Interview: \_\_\_\_\_

Hiring Decision:    2021/2022 New RA                      2021/2022 Alternate