

Spring 2010 RA/CRA Selection Process General Application Information

Selection Process Timeline for November 2009

Thu., Nov. 12 Application packet (includes application form, two reference forms, cover letter and resume) due by 5 PM to 202 University Housing.
Please note: All application materials must be delivered to University Housing 202 IN PERSON.

When candidates drop off application materials, they will:

- Sign up for an interview time (these will take place on November 17-19 at the University Housing offices).
- Complete an applicant information form

Nov. 17-19 Interviews will be conducted on these days, at University Housing (1115 N 16th Street). Applicants should report to the main lobby on the ground floor at least five minutes prior to the scheduled start of their interview. Interviews will be approximately 45 minutes in length.

- If a candidate misses the interview, he/she is responsible for contacting Erron Reynolds at 472-3872. Because of time constraints, the Selection Committee is not obligated to offer another interview time.
- Candidates have the opportunity, **AFTER** completing the interview process, to contact Erron Reynolds to discuss any situations that exist regarding why they would not accept a position in a particular hall.

Mon., Nov. 30 E-mails will be sent (by 5PM) to the e-mail address supplied by each candidate, informing them whether or not they are being placed in the pool as an eligible hire for a Spring 2010 RA/CRA position or if their candidacy for a Spring 2010 position is being terminated.

Dec. 1 -- 19 Those candidates who have been deemed eligible for hire will have their files reviewed by Residence Directors and will be contacted for interviews during this time. There are no guarantees that candidates in the hiring pool will be contacted for in-hall interviews with Residence Directors. These interviews are granted only for those candidates who closely meet the anticipated vacancy that the individual Residence Director is attempting to fill.

Resident/Community Resident Assistant Minimum Qualifications & Benefits

Minimum Qualifications:

- Strong commitment to **helping** other students in a residential setting.
- **Sophomore class standing** or above as of the first day of employment (27+ credit hours completed); junior standing is preferred for the CRA position.
- A **cumulative GPA of 2.2** or better is required in order to apply for the RA/CRA position.
- Academic year RAs/CRAs are not permitted to hold outside employment during the first semester of their appointment. Outside employment may be allowed during subsequent semesters if evaluations indicate a satisfactory work performance in the position. RAs/CRAs must speak with their Residence Director prior to pursuing additional employment and will be limited to no more than 12 hours per payroll week (Thursday-Thursday).
- Available for all training sessions as indicated in the position description/agreement. This includes in-service training for all student staff from 1 p.m. to 7 p.m. on Sunday, January 10, 2010.
- Full-time enrollment (**12 or more credit hours for Undergraduate Students and 6 or more credit hours for Graduate Students**) in the University and continued academic progress throughout the course of employment. No more than 16 credit hours per semester will be allowed without prior approval from the Residence Director.

Job Benefits:

- RA Remuneration package includes:
 - A **single room** for the duration of employment, assuming that systemic occupancy demands allow
 - A **full 7-day meal plan** when the dining halls are open
 - **\$300 cash stipend** given at the conclusion of the fall and spring semester for the first year of employment (subsequent years of employment are compensated at \$350.00 per semester).
- CRA Remuneration package includes:
 - A **single room in an apartment** for the duration of employment assuming that systemic occupancy demands allow
 - A **full 7-day meal plan** when the dining halls are open
 - **\$300 cash stipend** given at the conclusion of the fall and spring semester for the first year of employment (subsequent years of employment are compensated at \$350.00 per semester).
- **Extra perks** - staff shirts, special meals, conference opportunities, and early move-in times.
- Opportunity to work with a great **team of peers and professional staff members**.
- Rewarding **personal and professional growth** investigating **helping professions** as a career.

Please note:

- RA/CRA room and board are non-taxable income and must be figured as such by the Office of Financial Aid and Scholarships. Therefore, the position can affect your financial aid package for the year after employment begins. ***Specific questions about your financial situation should be directed to the Office of Scholarships and Financial Aid.***
- Due to Fair Labor Standards requirements, international students are not able to hold outside employment at any time during academic sessions.

If you have questions, please contact:

Department of Residence Life
202 University Housing
1115 North 16th Street
Lincoln, Nebraska 68588-0622

(402) 472-3872 OR (402) 472-3885
Fax: (402) 472-7198
Email: ereynolds2@unl.edu

Steps in the Application Process

1. Determine that You Meet Eligibility Requirements for the Position:

Academic Standing

RA/CRA applicants must have a **minimum** cumulative GPA of 2.2. Students who do not meet this criterion automatically will be cut from the process. All Resident/Community Resident Assistants must be full-time students and progressing toward graduation. First year students will be allowed to apply for the position, however, if they do not meet the GPA requirement during their first term, they will not be allowed to continue in the process.

If you are requesting a grade to be changed, it would need to be posted on the Registrar's system by the application due date. We do not keep applicants in our selection pool who do not meet our GPA requirement but are trying to get a grade changed.

Disciplinary Standing

Students must be in good standing with Office of the Vice Chancellor for Student Affairs and not be in violation of the Student Code of Conduct. Students who have been or are currently on deferred eviction status, or have been evicted from a residence hall, are not eligible to apply. If you will have an active Judicial Sanction or be on Judicial Probation as of January 10, 2010, you will not be allowed to apply for the RA/CRA position.

Financial Standing

Candidates are required to be in good financial standing with the University. All student staff members are expected to meet payment for tuition and fees. Please note that the salary earned in this position may affect student financial aid award.

2. Complete the Application Form:

Applications are due by 5:00 pm on Thursday, November 12, 2009. Applicants who submit after the deadline will not be eligible to participate in Residence Life's hiring processes. All application materials must be delivered IN PERSON to University Housing room 202 (1115 N 16th Street).

3. Complete the Reference Form Requirement:

You should distribute your **2 Reference forms** to the individuals who will be completing them for you as soon as possible. Reference forms may be printed directly from the web site. Two recommendations are required to apply. Forms can be downloaded as PDF documents from the RA application website (<http://housing.unl.edu/ra>).

The #1 reference form should be completed by a Work Supervisor or Non-Academic Advisor reference

The #2 reference form should be completed by an RA/CRA, Greek house representative or, *for off campus applicants*, a 2nd #1 reference

Please choose the people you ask to write your recommendations carefully.

Those students who do not currently live in a residence hall have the option of asking someone other than a current RA/CRA to write a reference for them. That person should preferably be a former employer or professional reference, but in certain circumstances college professors, teachers, advisors, coaches, or religious leaders can be asked, as long as that person can speak to your ability to work as a team player.

If you previously lived on campus, you can ask your former RA/CRA to complete the reference form for you, if you are still in contact with him/her. It is helpful to have at least one of your references be someone with Residence Life experience, so he/she can offer you a reference from the perspective of someone who understands the type of position you're applying for.

Please follow up with your references to ensure that all reference forms are submitted by the deadline, Thursday, November 12, 2009. You can call the Office of Residence Life at 472-3885 to confirm receipt of completed reference forms.

4. Submit a Cover Letter and Resume:

This may be your first job search experience. We want to give you a quality experience, and an opportunity to learn how to handle the details. Please review the following information as you prepare to create your own cover letter and resume. As a part of the Resident Assistant selection process, the resume and interview steps are essential to a successful candidate's participation. As a means of helping individuals gain support in accomplishing these steps, **we highly suggest you consider taking advantage of the staff assistance and resources offered by Career Services (<http://www.unl.edu/careers/>).**

Cover Letter (required)

A cover letter is a method of introducing yourself if you're not there to present your resume to someone. It explains why you're interested in the position, any special skills or training that you have, leadership and work experiences, and how you can be reached.

Resume (required)

A resume must be submitted for your application to be complete. Your resume should include the following:

- Full name
- Local and permanent addresses, with corresponding phone numbers
- E-mail addresses
- Education, with anticipated date of graduation
- Any previous work or volunteer experiences. For each position, list your position title; primary responsibilities; dates employed; and the name, address and phone number of the employing organization
- Campus leadership experiences that could contribute to your effectiveness as a member of the Housing and Residence Life Staff (ex. Floor government, Residence Hall Association, etc.)
- Co-Curricular memberships, involvement and special interests (ex. clubs, sports, organizations, hobbies.)
- Honors and awards received. Include the dates you earned the recognition.
- Names, positions, employing organizations and phone numbers of three work or performance-related references who will submit reference forms on your behalf.

5. Participate in the Interview Process:

The next step includes selecting a time to participate in the interview process (which you will do when you turn in your application materials to the Residence Life office).

Interviews will take place from November 17-19, 2009. This involves an individual interview with several professional staff. The date/location of your interview will be determined at the time you submit your application materials and your file is complete. Any questions you may have about this part of the process will be answered at this time.

The scores you receive on your interview(s) will be considered with your application and references to determine if you will continue to the hiring stage as a candidate in our process. Residence Directors will spend a great deal of time carefully reading through each candidate file to become more familiar with candidates in the process.

Individual Interviews will last approximately 45 minutes. This is your time to sell yourself, so come prepared to talk about your experiences, skills and abilities. Dressing in formal business attire is not necessary. For the individual interview, dress should be business casual. You will be interviewing for a job, so dress like you have the confidence to take on the responsibility.

