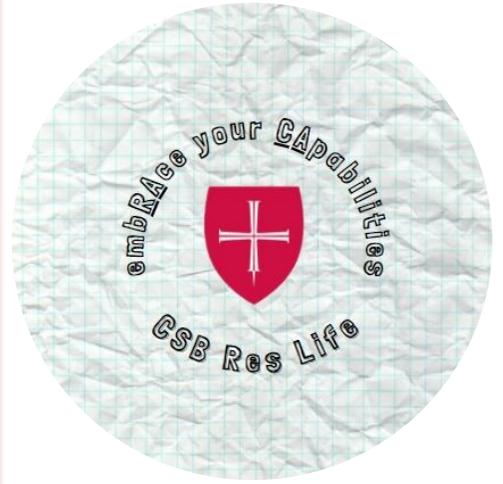


APPLICATION PREP GUIDE

New RA & CA Candidates



Thank you for your interest in the RA/CA position!
Use this guide to submit a strong application &
prepare for a great interview process!

Interview Structure:

New applicants will participate in a carousel interview process in-person.

Carousel Interview

The carousel portion of the interview will involve you answering questions geared toward the skill sets of the RA/CA position at tables staffed by current Res Life staff. After each set of questions, you will rotate tables or breakout rooms, giving you and the interviewers an opportunity to get to know one another. This portion of the interview will take approximately 1 hour.

Multiple time slots for the carousel interviews and group interviews will be offered. More information about the interview, including directions to sign up, will be sent out in the beginning of the off-spring semester.

Interview Tips:

1. Be the **best** version of yourself: highlight your accomplishments and what has made you a great community member at CSB. The interview is an opportunity to brag on yourself and show off the skills that we are seeking for the RA/CA position.
2. Preparation matters. Review the provided questions, the RA/CA job description and be familiar with your application and the information you shared therein. Take advantage of campus resources.
3. Interview dress code is "come as you are", so please feel free to do so. Wear clothing that makes you feel comfortable and confident. This is especially true of the group interview--you will be moving around during this session.

What we're looking for Skills in:

- Community Development
- Relationship Building
- Peer Advising
- Information Sharing
- Critical Thinking & Problem Solving
- Programming
- Policy Enforcement
- Administration
- Communication
- Time Management
- Organization

Application Components

1. Online Application
2. Resume
3. Essay Question Responses
4. (2) References

How to apply

-Access the application at:
<http://bit.ly/CSBResLifeApp>

Application Deadline:

Sunday January 30th, 2022
@ 11:59pm

-The application includes space for names & contact information for references, as well as space to upload your resume & essay question responses.



APPLICATION PREP GUIDE

New RA & CA Candidates

Essay Question:

1. Why are you applying for the RA/CA position?
2. How do you balance being true to your values, while still respecting the values and beliefs of others? With this in mind, how would you create an inclusive floor/area community as a RA/CA?
3. CSB Residential Life strives to incorporate our institutional learning goals in all we do. These goals are: embrace difference, think deeply, engage globally, serve graciously, and live courageously. As a RA/CA, how would you work to incorporate these goals into your community?

Resources

- To learn more about the learning goals (see above), visit: <http://bit.ly/CSBLearningGoals>
- Residential Life Staff Members: Ask questions of and prepare with the RDs and ACs on staff.
 - XPD is always helpful with resume writing, revision and interview prep. They will also be offering mock RA/CA interviews.

Questions? Need Help? Talk with the Selection Committee:

Maddy Youngs
myoungs001@csbsju.edu

Gina Honek
gmhonek@csbsju.edu

Possible Carousel Interview Questions:

1. Tell us about the connections and relationships you have made on the CSB|SJU campus. How did you make those connections?
2. What do you know about the RA position?
3. Tell us about a social justice issue you are interested in, and why it is important to you.
4. What would you do if you were a RA/CA, and you had a resident in your area who is simply not interested in talking with you?
5. Having a good relationship with campus partners (e.g. XPD, Campus Ministry, Academic Advising, MCC) is important to our department. How have you utilized an on-campus resource as a student? How could you incorporate that office/resource's work into the RA/CA position?
6. Tell us about a time you have helped someone else. How did you know they needed help? Is there anything you would have changed about that interaction?
7. Tell us about a time you had a task or assignment with unclear instructions. How did you navigate that task?
8. Part of your job as a RA/CA would be to uphold community standards and policies. In what ways do you imagine holding fellow students accountable?
9. How do you determine what information should be kept confidential?
10. While on duty, RAs & CAs hold office hours to complete tasks and interact with residents. Knowing this, how might you utilize office hours to engage with students?
11. What do you do to practice self-care? How would you encourage others to practice self-care?
12. How do you handle competing priorities with various deadlines? How might your priorities or strategies change as a RA/CA?
13. How do you manage and organize your time currently? What does this look like when you have big projects?
14. As you know, CSB houses students by cohort. Which cohort do you see your personality and skills working best with? Why?
15. Low GPA: How do you plan to increase your GPA this semester in order to meet the requirement of a 2.5 minimum GPA?
16. Conduct Violation: Tell us about the incident you were involved in. How did this incident impact you or those around you? What did you learn?

About Placements:

You are welcome to express a preference on placement for the 22-23 academic year, but no placement is guaranteed. You may also choose to apply only for the RA OR CA position, but that may limit your options further. Offers are not negotiable.

Every year, Residential Life may make limited half-year offers to candidates who plan to study abroad, student teach, or graduate early in the following year. These offers are dependent upon making suitable fall & spring pairing during staff selection. Despite an otherwise excellent interview and application, a candidate may not be offered a position due to these circumstances.