

APPLICATION PREP GUIDE

Returning RAs & CAs



We are excited you are thinking about coming back to staff! Use this guide to submit a strong application & prepare for a great interview!

Interview Structure:

As a current or past staff member, your interview will be a panel interview with the professional Residential Life staff.

You will have the opportunity at the beginning of the interview to give a brief (2-4 minute) opening statement, where you can highlight accomplishments, discuss your statement of purpose, &/or address placement preferences for the 2022-2023 academic year. What do you want your interviewers to know about you?

After your opening statement, the panel will ask you a series of questions (see reverse side). At the end of the interview, you will have the opportunity to ask any questions you may have.

The pro staff is glad to have the opportunity to see all returning RA-CA candidates, and look forward to reviewing your application and hearing your responses!

Interview Tips:

1. Be the **best** version of yourself: highlight your accomplishments and what has made you an effective, outstanding staff member. Yes, we know you--you've been on staff before. But don't take that for granted: an interview is a time to brag on yourself!
2. Preparation matters. Review the provided questions, the RA/CA job description and be familiar with your application and the information you shared therein.
3. Interviews are 30 minutes long, and will go quickly! That's why your prep work matters. Answer the questions, but don't digress.
4. Interview dress code is "come as you are", so please feel free to do so. Wear clothing that makes you feel comfortable and confident.

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. Statement of Purpose
3. Resume
4. (2) References
5. Most recent RA-CA Evaluation

How to Apply

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

-Application Deadline:
Sunday, January 20th, 2022
@ 11:59pm

-The application includes space for names & contact information for references, as well as space to upload your resume & statement of purpose.



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FOR

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Statement of Purpose:

Your statement of purpose gives you the opportunity to reflect on your accomplishments as a RA/CA, and your hopes for the future. This statement can be the foundation for the opening statement of your RA/CA interview.

This 1-2 page document should address:

1. What you have gained and learned from your work in Residential Life so far?
2. What do you hope to learn or do to further develop as a staff member, student, and person, should you be rehired?
3. As a RA/CA, how have you worked to incorporate CSB's institutional learning goals into your community? How will you do so in the future?*

*More information about the CSB institutional learning goals is available here: <http://bit.ly/CSBLearningGoals>

Your supervisor or other professional staff members are great resources. Ask questions of and prepare with them. XPD is always helpful with resume writing, revision and interview prep. Stop in to see them!

Questions? Need Help?

Talk with the Selection Committee:

Maddy Youngs
myoungs001@csbsju.edu

Gina Honek
gmhonek@csbsju.edu

Possible Panel Interview Questions:

1. What role have you played in developing community this year?
2. How do you prefer to receive feedback from others? Discuss a time you have made a change or adjustment in response to feedback you received.
3. What have you learned from working with your current supervisor? If you were to work with a new supervisor, what would you hope to gain or learn from that experience?
4. How have you utilized campus partners in your role as a RA/CA?
5. Please describe an instance when you completed a task or project with little or no direction or supervision from your supervisor or professor.
6. How have you anticipated and/or responded to residents' needs this year or in the past?
7. If we asked your current RD/RD about your organizational style/system, how would they describe it? What would they say about your timeliness and promptness in responding to various types of communication?
8. What have you done to further your knowledge about social justice and diversity? How have you demonstrated your learning?
9. How have you developed or expanded your conflict management skills this year?
10. What commitments do you have outside of Residential Life? In light of these, how do you practice self care?
11. CA Applicants Only: How is the CA position similar and different than the RA position? What skills and attributes do you have that would make you a successful CA? Why?

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 a 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.