APPLICATION PREP GUIDE
FOR
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:
Interview Process
New applicants will participate in an interview process with two or three members of the Residential Life staff. It is recommended that you arrive a few minutes early to review the questions that will be asked in the interview. You are encouraged to take notes on this sheet of paper. Interviews will be approximately 45 minutes.

Multiple time slots will be available for interviews and zoom will be available for those out of the country for study abroad. More information about the interview, including directions to sign-up, will be sent out the first week of February.

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.

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

Application Deadline:
Sunday January 26th, 2024 @ 11:59pm

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

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. 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?
16. How is the RA and CA role similar? How is it different?

Questions? Need Help?
Talk with:
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About Placements:
You are welcome to express a preference on placement for the 24-25 academic year, but no placement is guaranteed.

Offers are not negotiable.
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.