APPLICATION PREP GUIDE

FOR

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!

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
- 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 & statement of purpose.

Interview Process

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 Structure:

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. Interview dress code is "come as you are", so please feel free to do so. Wear clothing that makes you feel comfortable and confident.
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:
Tess Munshower
tmunshowe001@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. How is the RA and CA role similar? How is it different?

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.