



## **RA Position**

### **Q: What are the requirements for being an RA?**

A: Full-time student enrollment status with a minimum 2.75 cumulative GPA and a 2.5 semester GPA throughout employment. Maintain good social and academic standing with the University. Resided in a residence hall at least two full semesters prior to the start of employment as an RA.

### **Q: Am I able to do anything outside of the RA position?**

A: The RA position is considered the primary 'out-of-class position', as such RAs will be limited to a total of 10 hours of outside commitments. Outside commitments include paid employment (on or off campus during academic sessions), extra-curricular activities, and non-paid positions outside the RA position. If an outside commitment is determined to be interfering with your RA related duties, you will be required to resign from your outside commitment.

### **Q: Can I student teach or participate in practicum experience as an RA?**

A: RAs who are student teaching, completing an internship or practicum experience, and/or participating in an intercollegiate sport are not permitted any additional hours outside of their RA position for the semester(s) that are affected.

### **Q: Will the RA job limit my time with my friends?**

A: It depends on your time management abilities. Your friends are more than welcome to visit you in the building.

### **Q: How much of a time commitment is it to be an RA?**

A: The RA job takes 15-20 hours per week. Some hours are set (staff meetings, bi-weekly meetings with your RLC, and on-call) while others are flexible (programs, paperwork).

### **Q: What other things does the RA job consist of besides going on community walks and being on on-call?**

A: RAs spend a great deal of time building community with residents. This is done through programming, spending time in the building, and talking to the people who live there. RAs also attend weekly staff meetings as well as biweekly individual meetings with the RLC. In addition, RAs help with the closing and opening of the buildings as well as completing necessary paperwork.

### **Q: How many times am I on-call per week?**

A: The average is one to two on-call shifts per week.

### **Q: What are community walks like?**

A: Community walks are done by the RAs on-call three or four times each night. One RA reports to the front desk from 7-9 pm. After, RAs will walk around the building to check for any safety concerns or maintenance issues, talk to residents in the building, and make sure that community standards are being followed.

### **Q: How many programs am I required to do as an RA?**

A: Each RA is required to do 2-3 programs per month. Depending on the residential hall, the specific amount for each category can change. On average, RAs complete eight programs each semester.

### **Q: What are the monetary benefits?**

A: A room will be provided with a 100% discount off the current double room rate for the building to which you have been assigned, as space permits. A stipend will be paid in the amount of \$1200 per semester (semesters 1-2), \$1400 per semester (semesters 2-3), or \$1600 for any subsequent semesters of employment, unless otherwise noted in your appointment letter. Candidates should contact the [Financial Aid office](#) to discuss how becoming an RA may affect their aid package, if applicable.

### **Q: Do you get vacation time?**

A: Yes. RAs are allowed 5 nights away each month.

### **Q: I don't want to work with upperclassmen. Can I request to work with first-years?**

A: You can tell us what buildings and population you would like to work with on the application. Your interests are taken into account, though; the RLCs make the final placement decision.

### **Q: What is the best part about the job? What is the hardest part about the job?**

A: Talk to as many RAs as possible. Each person will have a different answer!

**Q: I have a special housing accommodation need. What do I do?**

A: Please email the Interim Director of Residential Life, Katie Bye at [Katie.Bye@valpo.edu](mailto:Katie.Bye@valpo.edu) with the accommodation you need when you apply. If offered a position, this will help with placing you into the best environment for your specific need. Depending on the need, we may also need to work with the Access and Accommodations Resource Center.

**Application**

**Q: How do I find the application?**

A: Applications are available online. To access them, log onto your Housing Self-Service, which is accessed through DataVU. Once you log into your Housing Self-Service, complete the RA Job Application (Spring 2021) under the Applications tab.

**Q: When will the application be available?**

A: Applications will be available on Wednesday, October 28, 2020.

**Q: When are the applications due?**

A: Applications for New RAs are due by 11:59 pm Sunday, January 24, 2021. Returning RA Applications are due Monday, December 14, 2020 at 5 pm.

**Q: Will you accept late application?**

A: No, we will not accept late applications.

**Q: Do I need letters of recommendation?**

A: No, you will not need any letters of recommendation.

**Q: Can I be hired as an RA if I am an international student?**

A: Yes, if you have been approved to work in the United States you can be hired as an RA.

**Interview**

**Q: Who gets invited to the individual interview?**

A: Professional staff members gather to review each candidate's application materials, specifically the case study responses. The professional staff members then decide who moves onto the next portion of the interview process, the individual interview. While it generally depends on the number of applicants that we have, years we have generally invited approximately three quarters of applicants to the interview portion.

**Q: How long is the interview?**

A: The interview will be around 30 minutes long with time at the end to answer any questions you may have. Prepare your questions ahead of time.

**Q: Who will interview me?**

A: You will be interviewed by one to three Residential Learning Coordinators, please be prepared to speak with a small group of current professional staff members during the interview.

**Q: What kind of questions will be asked?**

A: We will ask you a range of questions about your experiences that are related to the Resident Assistant role, how you manage your time, and what other commitments you will have during the following semester.

**Q: How do I best prepare for the interview?**

A: Read the job description fully and imagine yourself in the Resident Assistant position. What kind of RA will you be? How will you respond to common situations? Career Services can assist with preparing for interviews. It is always helpful to speak with your current Resident Assistant or Residential Learning Coordinator about their experiences with the job.

**Group Process**

**Q: What is Group Process?**

A: Group Process is a part of the selection process in which student and professional staff have the opportunity to see how you interact within groups of your peers.

**Q: Who gets invited to the Group Process?**

A: After the interview process, professional staff members will select which candidates will move onto Group Process.

**Q: How long is the Group Process?**

A: Group process will be about 1-2 hours long and will have 2 sessions offered on Friday, February 19, 2021.

**Q: What should I wear to Group Process?**

A: Interview apparel yet comfortable! Some activities do require you to move around so it is best to keep that in mind.

**Q: How do I best prepare for Group Process?**

A: We use group process to see how individuals work in a team, so the best way to prepare is to be yourself. At the same time, be sure to participate in the activities!

**After the Interview & Group Process**

**Q: When will I find out if I have been hired?**

A: All applicants will be notified of their applicant status on Friday, February 26, 2021.

**Q: What is the difference between being hired and being offered an alternate position?**

A: If you have been offered a position and you accept this position, you will be an RA for the following school year. If you have been offered a place in the alternate pool, we feel that you have the skills needed to be an RA, but we do not have a position for you at this time. If a position opens up over the course of the year, we will review the candidates in the alternate pool and may reach out to you to see if you are interested.

**Q: I'm in the alternate pool; where am I on the list?**

A: The alternate pool is actually not a list, so we don't hire people from it in any particular order. If a position opens up, we look at all of our alternates and select someone who would be the best fit for the position. We take into account the current dynamic of the staff, the location, and many other factors.

**Q: How can I get feedback on my interview process?**

A: Please contact Katie Bye to set up a meeting. During your meeting you will be given feedback and suggestions on how to improve your application and interview for the future!

**Other Questions**

**Q: How will being hired affect my financial aid?**

A: All candidates should contact the Financial Aid office to discuss how becoming an RA may affect your aid package, if applicable.

**Q: Are Information Sessions mandatory?**

A: We highly recommend that you attend an Information Session if you can, as you will learn more about the position, the application process, and hear about the role from current RAs. It is also a great opportunity to ask questions. However attending an Information Session is not required to apply to be an RA.