

RA Applicant Info Sheet

Who can apply?

Any current WPI student that meets the following requirements:

- Must be a full time student throughout course of employment
- Must be in good academic standing
- Must be in satisfactory disciplinary status
- Must have achieved sophomore status by the start of the Fall 2010 term
- Must be available to return to campus early for training in August and in January.

How to apply

1. **Please read through all the materials in the packet**, especially the tips on interviewing. They will help you to prepare for the selection process.
2. **Complete application and essays**
 - Please type or clearly print your application.
 - Be sure to include your name.
 - Essays should be completed in a thoughtful and comprehensive manner. Questions must be typed and attached to your application.
 - Candidates must return their completed applications to the Office of Residential Services (East Hall Lobby) by 5pm on Wednesday, December 16, 2009.
 - Late applications will not be accepted.
3. **Distribute Reference Forms**
 - You will need to distribute *Reference Forms* to at least two individuals that can speak of your potential ability to fulfill the RA responsibilities.
 - The first reference must be completed by a member of the WPI community (faculty, staff, administrator, or RA).
 - The second reference may be completed by an individual outside of the WPI community (for example, a former teacher, a coach, or an employer) or a second member of the WPI Community.
 - It is recommended that you speak to your references about the position and why you want to apply so they can accurately complete the form.

4. Group Process Interview

- In the group interview, you will work with other applicants to solve various tasks. The group interview helps us see how you will work with residents and the other members of your RA staff.
- The Group Interview process is scheduled for Saturday, January 23, 2010. All candidates are required to participate in this process. There will be 2 sessions: AM and PM. You will be assigned to a session and notified via email on January 15, 2010.

5. Individual Interview

- Your individual interview will be with a member of the Residential Services professional staff.
- Individual Interviews will take place on Monday, January 25 and Tuesday, January 26, 2010 only.
- You must sign up for your individual interview at the Group Interview on Saturday, January 23, 2010. Please bring your calendar or planner and be prepared to sign up for a convenient time.

6. Notification letters

Letters will be delivered to your student mailboxes. We will distribute decision letters on Monday, February 1, 2010.

We anticipate that all applicants will be able to complete the entire selection process. If there are an extremely large number of candidates, we may need to assess candidates before each portion of the process in order to identify those who will continue in the process.

Final decisions are made based upon evaluations of both interviews, recommendations, and written application. The more staff that gets to know you and the more information we have about you, the better off you are.

Missing interviews, especially without prior notice, is generally perceived as a lack of interest on your part. Missing an interview will automatically remove you from the process, unless you obtain permission to continue from the Assistant Director of Residential Services. If you choose at any time to withdraw from the process, please contact Kristin Murphy by email at kconti@wpi.edu.

Applying to be a Resident Assistant

Some notes about the position and the application process

What we are looking for in applicants:

We want to see what you are like.

Interviewers are not after a deep psychological profile, only a general picture. During the interview, we will be looking at general traits such as poise, ability to communicate, leadership qualities, self-awareness, interpersonal skills and your awareness of what the RA job entails.

We want to see why you are applying.

An important consideration is finding out what you want and why. Why are you applying for the position? What do you want to accomplish? What do you expect to get out of it?

We want to see what you have done.

We are interested in your experiences, jobs, special training, volunteer work, hobbies, extracurricular activities and especially residence hall or group living experiences.

We want to see what you might do.

We look at your skills and experiences and how they might relate to the position. We also look at your potential to develop the skills required to be an effective RA.

The Interview Process:

The interview is very important in the hiring process. Most employers would tell you that it's one thing to look good on paper, but how you come across in person may be much more important than your credentials.

Since the Resident Advisor position is clearly a "people" job, what you are like as a person and how you relate to others is critical to the selection process. Still, even when applicants are aware of this, and of the importance of interviews in the selection process, it is remarkable how many come into the interview without adequate preparation and with only a vague idea of what they want to say.

Interviews may be tense situations, even for the most experienced. Interviewers expect and understand your nervousness. However, you can enhance your interview experience and be more relaxed by knowing what is expected of you and by making a few simple preparations before the interview.

How to Prepare:

Know all you can about the position:

- Read the Resident Assistant position description included in this packet.
- Take the time to talk to current or past Resident Advisors about their jobs. If you have friends who are Resident Advisors at other schools, talk to them too. Staff at most schools share similar responsibilities and challenges.
- Attend an information session to talk with current staff. Information Sessions will be taking place at the following times:
 - 11/10: 4pm in East Hall
 - 11/18: 5pm in the Hagglund Room
 - 12/3: noon in East Hall

Know Yourself as an Applicant

Be ready to express your values and what you are hoping or looking to gain as a staff member. Consider what experiences and capabilities you offer. Education, summer jobs, hobbies, clubs, residence hall activities and personal aspirations are all important. Everyone brings a combination of strengths and weaknesses. Your awareness of both is a plus.

Notes on References

All applicants are required to submit two (2) reference forms. One reference must be from a WPI community member (faculty, staff, administrator, RA). The second reference can be from someone off campus or another member of the WPI community. *It is the responsibility of the candidate to ensure that both reference forms are returned to the Office of Residential Services by Wednesday, December 16, 2009.*