

Department of Residential Life Stamford RA Candidate Checklist 2017-2018

All candidates are required to read this document to ensure that you understand the process, and have completed your application and understand all of the *Terms and Conditions* of the Resident Assistant position.

Application Information:

- The application is located on Google Docs. Go to: https://docs.google.com/forms/d/e/1FAIpQLSeSJXQyU5Sh-KJoFbWO8NX18tM8FU_aHclM8eyedHtCuhdV7w/viewform?usp=send_form . This is a Google Docs form.
- I understand I need to complete all required questions on the application.
- I understand I am required to upload my cover letter.
- I understand I am required to upload my resume. [Applications that are missing the cover letter and/or resume will not be accepted.]
- I understand that my cover letter and resume will be reviewed if I meet the Round 1 Screening requirements [conduct, grades, housing].
- I have submitted my **application by the February 28, 2017, 5:00pm**, due date. No applications will be accepted after the due date.
- I have read the RA Position Descriptions, located on the RA website. I am aware they are subject to change, and that I will be notified when changes occur.

Meetings:

- I understand that I should attend 1 of the RA Candidate Information meetings.
- I am aware that there are several meetings/workshops being offered by the Center for Career Development related to the specific cover letter and resume requirements for the RA Application.
- Refer to the document on the reslife.uconn.edu website for details.

Time Commitments:

- I understand that if selected, I must prioritize the RA role after my academics, and above all other co-curricular activities and/or outside jobs. I may be required to give up any commitments that impact my ability to be available to my residents. Furthermore, I understand that Residential Life maintains a '30-Hour Rule'. It stipulates that an RA may request additional work hours and/or co-curricular involvement as long as the total number of hours per week including credit hours and the requested hours do NOT exceed 30 hours. Not all requests will be approved.
- I understand that there are certain co-curricular commitments that will not work with the RA requirements due to overlapping training periods.
- I understand that if selected, I am required to attend a weekly staff meeting every Wednesday from 7:00-9:00pm while employed as an RA. This means that I cannot enroll in a class, or participate in any other activities that will conflict with, or overlap, the meeting day and time.
- I understand that if selected, I must enroll in the 3-credit EPSY 3235: RA Class for my 1st semester in the position. I will be required to attend a 1-hour lecture and 2-hour discussion group. I understand this means I will need to make room in my schedule to do so. This class is by permission number, only, and will be conducted on-line.
- I understand that when I am on-duty, I am required to be present in my RA assignment, and conduct office hours and duty rounds as designated by my supervisor[s]. The number of weekdays and weekends on duty per RA is determined by the number of RAs on each staff team.
- I understand that RAs may request up to 10 days off per semester.
- I understand that there will be certain weekends that all RAs are required to be available; including, but not limited to: opening in August/January; the weekends before and during finals in fall/spring; spring weekend, etc.

Interview Process On-Going Communication and Notification:

- Candidates will receive updates throughout the process by email from StamfordRA@uconn.edu.
- It is the candidate's responsibility to regularly check their email and reply as required.

Application Screening Round 1:

- I understand that I must be a full-time, resident, student on the Stamford campus to apply.
- My cumulative grade point average [CGPA] from December 2016 will be. I must have a 2.50 cumulative grade point average. CGPAs will not be 'Rounded up'. Summer and Winter Session course grades will not be taken into consideration for screening.
- If I am on Scholastic Probation and/or Subject to Dismissal based on my GPA, I may also be ineligible to apply.
- I understand that if I am currently on University Probation as a result of the conduct process, I will not be eligible to apply.
- I understand that if I have been documented and found responsible through the Student Conduct Process, I may be ineligible to apply.
- If I have been involved in any other way through the conduct process—whether or not I have been found responsible—my situation will be reviewed, and may make me ineligible to apply.
- I understand that I must live be accepted to live on-campus at Stamford, and be eligible to apply to live on campus for Fall 2017.
- I understand that all screening decisions are final.

Application Screening Round 2 :

- I understand that my cover letter and resume will be reviewed and rated in order to determine my eligibility for an interview.
- I understand that based on this review, I will either be: invited to interview; placed in the 'back-up interview pool'; or no longer eligible to be considered for an interview.
- I will make sure to check my email for notification of my interview status.
- I understand that all screening decisions are final.

Interviewing and Selection Processes:

- I understand that if I am invited to interview*, it is my responsibility to check my email and reply by the date/time noted.
- If I am invited to interview, I understand that I will be required to attend a 1-hour Individual Interview during the time period noted below, as well as a Group Interview. All interviews will be in-person. [Candidates who are invited to interview, and will be abroad or on a 5-day/week internship during the interview period will have a Skype or Google+ interview.]
- I will be responsible for selecting my Individual Interview date and time from the dates and times available. My interview choice cannot be changed.
- I understand that my eligibility for hire will be based on my interview score. Eligibility for hire does not constitute a guarantee that a job will be offered.
- I am aware that following my interview, I will be notified by email whether I am: being offered an RA position; considered an Alternate candidate; or no longer eligible to be considered for 2017-2018.
- I understand that if I am offered a position, it will be "at the pleasure of the Executive Director of Residential Life". This status indicates that all RAs fall solely, and exclusively, under the purview of the Department of Residential Life's process in regard to performance concerns or issues. Due to the nature of the RA position and responsibilities, Residential Life is uniquely qualified to assist the RA in the performance of their position, as well as determine the status of the RA's employment based on performance. This process is exclusive to RAs in the Department of Residential Life as it relates to the RA's employment, performance review, progressive discipline, and appeal.
- I understand that if I am offered an RA position for 2017-2018, my RA assignment will be determined by the supervisors.
- I understand that if offered a position, I **must be available for both semesters of the academic year**; fall 2017 AND spring 2018. My actual performance will determine whether I will remain in my position.
- I understand that if I am offered an RA position for 2017-2018, I must be able to arrive for RA training on Friday, August 18, 2017 for Fall training. No exceptions will be possible.

Important Dates

1. I understand that it is my responsibility to make a note of all dates provided.
2. I am aware that if I have any questions, I can email them to:nancy.abohatab@uconn.edu
3. RA 101 Meetings [will be posted at a later date]
4. RA Application, Cover Letter, Resume Due February 28, 2017 by 5:00pm.

5. Notification of Interview Status Beginning March 10, 2017
6. Interview Sign up Beginning March 13, 2017
7. Individual Interviews March 20-21, 2017.
8. Group Interviews: Weekend of March 25-26, 2017
9. Post-Interview Status Notification Beginning April 5, 2017
10. Acceptances Due [if offered a position] April 10, 2017.
11. Please keep this Checklist for further reference.
12. I have read through the Candidate Checklist and all *Terms and Conditions* of the Resident Assistant application process, and agree to participate in the Resident Assistant selection process.
13. **Questions?** Email: nancy.abohatab@uconn.edu or call 860-486-2926 and ask for Nancy.

RA Compensation:

1. An efficiency apartment.
2. Cash stipend of \$4160.00 for the academic year; fall 2017 and spring 2018.
3. The amount of the summer 2018 stipend has not been determined. All candidates will be notified when it has been set.

Process-Related Terminology:

1. Round 1 Screening: Round 1 Screening includes conduct, grades, and housing
2. Round 2 Screening: Round 2 Screening includes review of cover letter and resume for all candidates who are approved after Round 1.
3. Eligible to Interview: You have met all screening criteria.
4. Back-up Interview Pool: Eligible to interview if 1st interview group is exhausted.
5. Eligible for Hire: Your file will be reviewed by all hiring supervisors. 'Eligibility' does not constitute a job/position offer; nor does it guarantee you will be hired.
6. Status Notification: For each step in the process, candidates will be notified whether or not they are able to move to the next step in the process.
7. Alternate: Candidates who scored well enough to be considered for hire, but were not hired during selection in April 2017. Alternates can be considered for any positions that become available during 2017-2018 without reapplying, as long as their screening status does not change.
8. On-Going Screening: All candidates will periodically be re-screened to ensure that their conduct status, grades, and housing continue to meet the requirements. Candidates or newly-hired RAs who no longer meet any one of the requirements will be removed from the process or position.
9. **I understand that all screening decisions are final.**