

## RA Selection Process Guide for the 2019-2020 Academic Year:

Only current, enrolled, undergraduate students that hold a minimum 2.5 cumulative GPA are eligible to apply. Applicants must also be and remain in good conduct standing with West Chester University to continue through the application process.

1. **All application materials for 2019- 2020 are due no later than Monday, November 12, 2018.** Late applications will not be accepted and incomplete applications will not be considered or reviewed. The RA position is a **one-year appointment ONLY**.

The following materials must be submitted for an application to be considered complete:

<b>Submit a completed online application (You will receive an email confirmation when this application form is fully completed)</b>
<b>A current resume</b> (submit your resume to Stephanie Paulachok in 202 Lawrence)
<b>Three Reference Forms</b> (link located at the end of the application)

2. **On Wednesday, November 28th, from 9:00 am- 4:00 pm**, all eligible candidates must schedule a series of four team interviews which will take place from **January 2, 2019, through March 4, 2019**. Expect an email reminder during Thanksgiving Break as a reminder to show up on Wednesday, November 28th. **NOTE:** If you are considered ineligible to continue through the RA Application Process for any reason at any point in this process, you will be notified by the Director of Residence Life and Housing Services.

**Please keep checking your WCU email for the duration of the RA selection process. I would recommend twice or three times daily.**

3. **Spring Semester Openings:** If you indicated interest for a spring vacancy, Interviews for spring semester openings will be held on **November 12-16, 2018**, A Residence Life & Housing Staff Member will be in contact with you about scheduling an interview after all the appropriate application materials are submitted and reviewed. **Not everyone interested will receive an interview.** If you are not selected for a spring semester opening, you will remain in the applicant pool. **First-Year students and first-semester transfer students are not eligible to apply for spring semester openings.** They will be considered for fall 2019.

4. **Interview Process:** Each candidate will go through four group interviews with a team of Residence Life Professional Staff members (Resident Directors, Graduate Hall Directors, and Graduate Assistants).

To begin each group interview, you are required to present a **creative piece**. The creative piece consists of using an **8.5 x 11 sheet of paper** to tell us about your background, personality, and/or interests, and how you frame your world. An example of a creative piece would be a collage of items that would inform others about who you are. You

are required **to bring your creative piece to each interview and will turn it in at your last interview. Please be mindful of the expectation.**

**5. If the University is closed for any reason,** scheduled interviews will still take place for students living ON CAMPUS or in the BOROUGH OF WEST CHESTER. **If you need to drive or take public transportation to campus and the University is closed, we will work with you to reschedule your interview; however, you must communicate accordingly. The responsibility falls on you to inform us of your absence and reschedule your interview.**

**6. Mandatory Group Process:** Please keep your availability open on all of the following dates and times: You will be assigned to one of these dates for our **MANDATORY GROUP PROCESS**. If you do not attend your assigned Group Process date, you will no longer be an eligible candidate for a 2019-2020 RA position.

Day	Date	Time
Friday	January 25th	3:30 PM - 9:00 PM
Friday	February 1st	3:30 PM - 9:00 PM
Friday	February 8th	3:30 PM - 9:00 PM
Friday	February 22nd	3:30 PM - 9:00 PM
Friday	March 1st	3:30 PM - 9:00 PM

**7. Notification of RA Hires for 2019-2020 Academic Year:** You will be notified if you were selected for a Resident Assistant Position during spring break.

**8. ALTERNATE POSITIONS-** Should you receive an alternate position, you will be required to attend all trainings that the RA's attend including summer training. You will be compensated and if you are not hired by during August training, you will be hired in December for a mid-year vacancy. Please accept the alternate status. It simply means that we didn't have enough RA positions to hire you initially.

**9. MANDATORY TRAINING:** ALL RAs hired for the 2019-2020 academic year are required to attend the following mandatory training:

**MANDATORY SPRING TRAINING:**

Day	Date
Friday	March 22nd
Friday	March 29th
Friday	April 5th
Friday	April 12th

**All hired RA's and alternates will be required to complete the ACUHO-I RA 101 online training module before the end of the spring semester. Details will be provided in your hire letter and contract.**

**MANDATORY SUMMER TRAINING:** All RA's return to campus on Wednesday, August 7, 2019. Training begins on August 8, 2019. Please do not plan summer vacation, family reunions, concerts, classes or internships. You will be in training from August 8th until the first day of classes. Please plan accordingly. This is a 10-month advance notification so please plan accordingly and discuss this with your family. There will be no EXCEPTIONS.

10. The RA Position is a one-year appointment ONLY.