Colby-Sawyer College
Department of Residential Education

Resident Assistant Application Instructions

Thank you for your interest in a Resident Assistant position for the 2016 - 17 academic year. We are always excited to have new or seasoned student leaders join our organization, and are glad you've decided to be a part of the process.

To apply for a Resident Assistant position, please take the following steps:

1. Access the RA Application page of the Residential Education website by going to:
   http://colby-sawyer.edu/residential-ed/current/RA-Selection.html

2. Review the job description. Read carefully to determine that you are willing to commit the time and energy that this position requires. Also check to make sure you meet the minimum qualifications for this position.

3. Print and complete a copy of the RA Application form:
   - Section 1: General Information
   - Section 2: Placement Preferences
   - Section 3: Availability for Group Interview
   - Section 4: References
     - Provide the names and contact information of two people who can speak to your experience, qualifications, and readiness for the RA position.

4. In addition, complete the following:
   - Short Answer Questions
     - In a separate document, please answer the four application questions;
     - Each response should be typewritten and limited to 250 – 300 words.
   - Resume: Along with this application, we ask that you submit a resume outlining your work, leadership, and/or volunteer experience, activities, and education. For resume assistance, we strongly encourage you to utilize the services of the Harrington Center for Experiential Learning (located in the library).
     To do so, you may:
     - Visit the Harrington Center for Resume Help in rooms 505 or 507.
     - While daily walk-in hours are available, we highly recommend you set up an appointment to be sure you secure enough time with an advisor.
     - E-mail jennifer.tockman@colby-sawyer.edu with your available meeting dates and times to set up an appointment. (Be sure to include more than one day/time option.)
     - More information on resume building can be found at:
       https://my.colby-sawyer.edu/myharringtoncenter/default.aspx
5. Completed Application, Response to Questions, and Resume may be submitted:

- Weekdays between 9am and 5pm from Tuesday, Feb. 9 through Tuesday, Feb. 16 to the Office of Residential Education, located on the 1st floor of the Ware Student Center

6. Individual Interviews will be held from 1:00 – 5:00 on Sunday, February 21 in Wheeler Hall, 1st floor of the Ware Student Center

- Upon submission of your complete application, please sign up for one 30 minute timeslot during this time period;
- If you are not available during this time period, please let us know the times you are available to interview on Monday, Feb. 22.

7. Invitations to the Group Interview stage of the selection process sent by Thursday, February 25

- Following application reviews and individual interviews, a limited number of applicants will be invited to continue on in the selection process to participate in a group interview;
- Applicants will receive an invitation to participate in one of the group interviews to be held during the week of February 29.

8. Additional information:

- It is possible that the remuneration for the RA position might have some impact on financial aid packages. For more information on how this might affect your aid, please contact the Financial Aid Office in Colgate;
- The RA position does have implications for other on-campus employment for both domestic and international students. If a student is a Resident Assistant or Community Assistant receiving either the stipend or the housing grant, this employment fulfills the 10-hour per week available maximum. Other employment through Colby-Sawyer will not be available. If you have questions, please contact the office of Human Resources.
- RAs will have an active role at Orientation in the fall, but will not serve as formal Orientation leaders;
- Resident Assistants may not serve on Community Council;
- There is no limit to the number of leadership positions for which you may APPLY.

9. Notification

- Group Interview invitations will be sent by Thursday, Feb. 25;
- Applicants not selected to continue on in the RA selections process are encouraged to apply for other campus leadership opportunities available in the spring;
- Final candidates will be notified of our hiring decisions by Friday, March 11;
- All notifications will be sent through your college e-mail account.

10. RA Class – Spring 2016

- All new RAs hired for the 2016-17 academic year will be expected to participate in mandatory training during the Spring semester:
  - RA Classes (Wednesdays from 2:00 – 4:00, March 23 – April 20)
  - RA Spring Training (Tuesday, May 3 – Thursday, May 5 from 9:00 – 5:00)
- All new RAs will be expected to assist with duty during senior week and closing the halls at the end of the year, through Saturday, May 7 at 7:00pm.

For further information about the RA position, please contact the office of Residential Education at residential@colby-sawyer.edu.