

Application Checklist for 2019-2020 Resident Assistant (RA) Candidates

- Read through all application materials on the HRL website.
- Talk to current Resident Heads and Resident Assistants about the RA position.
- Attend one RA information session – it is *mandatory* for each candidate to attend one (see HRL website for dates & locations at: <https://housing.uchicago.edu/about-us/staffing-opportunities/>)
- Complete the RA application, typing or printing clearly.
- Give (or email) recommendation forms to your current (or most current) RH and two references, asking them to complete the form and return it to Housing & Residence Life by **4:30pm on Tuesday, February 12, 2019.**
- For candidates who submit the writable PDF or Word document: submit your completed application and all additional documents (written statement, resume, unofficial transcript) to housingselection@uchicago.edu on or before **4:30 pm on Tuesday, January 22, 2019.**
- For candidates who submit on paper: make a copy of your completed application, written statement, current resume, & unofficial transcript, and bring one copy to the Housing & Residence Life Office at 5500 S. University Avenue Suite 110, on or before **4:30pm on Tuesday, January 22, 2019.**