

The Resident Assistant Selection Process

The selection process for Resident Assistants (RAs) occurs throughout the Fall and Winter Quarters. Candidates may be asked to interview by phone or in person several times in order for Resident Heads who are hiring an RA to become as familiar with as many qualified candidates as possible, and to allow maximum opportunity for candidates to be hired into a position.

Application Forms and Recommendations

Each candidate for the RA position is required to complete an application form which includes a written statement, unofficial transcript, and current resume. For candidates submitting a PDF application, it should be emailed to housingselection@uchicago.edu by **4:30pm on Tuesday, January 22, 2019**. For those that complete a paper application, a copy of the complete application including all materials, should be submitted. Please use a paper clip rather than stapling your application materials.

Applicants will be supplied with two recommendations forms to be given to references and one evaluation form to be given to their current/most recent Resident Head(s). Recommendation letters and evaluations should be returned directly by the recommenders in person to the Housing & Residence Life Office or via email at housingselection@uchicago.edu by **4:30pm on Tuesday, February 12, 2019**.

The four phases to the RA interview and selection process:

1. Application

All candidates *must* attend one of the information sessions offered. The information session will provide critical information in regards to the functions of the job, allow time to ask current RAs questions, and assist in determining if the RA position will offer the types of experiences you would like to have. All candidates must turn in an RA application by **Tuesday, January 22, 2019 by 4:30pm** either to the Housing & Residence Life Office or via email to housingselection@uchicago.edu

2. Preliminary Interviews

The first phase of the selection process consists of a preliminary interview with current members of the Housing & Residence Life staff (Resident Heads & Resident Assistants). This interview will be scheduled after candidates return their completed application to Housing & Residence Life and have been notified that they are moving forward in the selection process. Almost all of the interviews are scheduled on weekday nights and weekends, and last approximately one hour. The location of these interviews has no bearing on the House to which candidates might later be appointed. This phase of interviews is scheduled to be completed by **February 8, 2019**.

3. Candidate Meet & Greet

This is an opportunity to meet many of the Resident Heads hiring for the position. Every candidate is required to attend the Meet & Greet session on **Saturday, February 16, 2018**. The Meet & Greet typically lasts 90 minutes. This phase of the process is utilized to assist RHs in identifying candidates they would like to invite to Placement interviews.



4. Placement Interviews

Candidates may then be invited to participate in placement interviews for the RA position in specific Houses for the 2019-2020 academic year. This third phase of the selection process consists of an interview with current members of the Housing & Residence Life staff (Resident Heads & Resident Assistants & 2 student leaders). Placement interviews will be completed **between Wednesday, February 20, 2019 and Wednesday, March 13, 2019.**

In late March right before Spring Break, Housing & Residence Life will offer positions to individual candidates. This is not the conclusion of the entire selection process as there could be several vacant positions which will be filled as they become available.