

## **STEPS TO APPLY**

### **Stages of the Application Process:**

- ❑ Pick up your Student Staff Application outside the Residence Life Office, Memorial 130.
- ❑ Turn in application at the Residence Life Office by 4:00 PM, Monday, October 23.
- ❑ Ask one person (not current Whitman Students or Residence Life employees) to serve as a reference. This may be faculty, administrative staff, or employers. Recommendation forms are available in the Residence Life Office and are due back by Friday, October 27 at noon.
- ❑ After you receive your memo in campus mail, schedule the 2 or 3 individual interviews with selection committee members and/or Interest House Advisors as requested. Sign-ups will be available outside the Residence Life Office starting October 25.
- ❑ Complete these interviews by Friday, November 4.

***Letters announcing final decisions will be sent by Friday, November 10.***

## **FREQUENTLY ASKED QUESTIONS**

**Q: How many positions are available and how is it decided who will work where?**

**A: There are currently 35 Resident Assistant (RA) positions**

**In addition, there are currently two Senior Resident (SR) positions. These positions are located in Anderson and Prentiss.**

**All applicants are asked to rank the choices of the type of students with whom they would like to work (i.e., first-year students, upperclassmen, mixed). In some instances applicants may get one of their alternate choices. It is generally best to leave yourself open to working in any residence hall position.**

**Q: What does the position pay?**

**A: For most positions, compensation is equivalent to the cost of room and board for the semester. Senior Residents receive an additional monetary stipend.**

**Q: Who may apply for a student staff position?**

**A: Any student who is at least a current second-semester first-year student and can work from January 2024 through December 2024 may apply. Applicants must have a cumulative grade point average of at least 2.0 and be a student in good standing. If you have any questions regarding your eligibility, please ask.**

**Q: Who hires the student staff?**

**A: Final decisions will be made by the RA Staff Selection Committee. The application, as well as interviews and recommendations, are all used to help make these decisions.**

**Q: If I am hired, when would I start?**

**A: All student staff must return Thursday, January 4, 2024, by 3:00 p.m. to begin staff training. You would also have to stay on campus until after graduation and return to campus a few days before the new students arrive in August. In addition, it may be necessary for you to help work in the residence halls during long weekend breaks and Thanksgiving Break. (See Important Dates for 2024 RAs to know flyer).**

***Also: Every Monday night between 7 pm and 10 pm would be reserved for your staff meeting.***

## WHY APPLY?

- One of the best undergraduate jobs you can have
- A chance to help others
- Develop a wide variety of new skills
- Meet and work with fantastic people
- GPAs usually increase
- Develop good time management skills
- Experience things you have never done before
- Add new dimensions to your life
- Become a leader/role model
- Create life-long memories
- Learn marketable career skills
- Learn about campus resources
- Looks fantastic on a resume
- Positively influence others

*What's your reason for applying?*

## JOB DESCRIPTION

Please read your student staff contract (included in the application packet) for a more detailed job description. Responsibilities typically include: being on duty, organizing section and hall activities, and being available to others. You will also be required to attend 2-3 meetings a week. RAs serve as administrators, resources, counselors, and organize social and educational programming. They are responsible for informing students about their rights and responsibilities, as well as college policies and procedures. In essence, they help students learn how to live, socialize, and interact in a group living situation.

Although your main priority at Whitman is academics, the RA position is a commitment that will require you to dedicate around 20 hours per week to the job. This varies some between halls and from week to week, but as a general rule, it is a good number to keep in mind.

This description puts a lot of emphasis upon requirements, regulations, and expectations. It is important for you to be aware of these aspects of the job; however it is also important to remember that being an RA is fun and rewarding! It takes time to be an RA, but it is time well spent and an experience you can apply to every aspect of your life, now and in the future.



# ***Resident Assistant 2024***

# ***Staff Selection Informational Brochure***