



## **Frequently Asked Questions About the RA Position 2021-2022**

### **Who can apply?**

Ideal RA candidates demonstrate interest in supporting the guiding philosophy and pillars of Campus Living and in working with residential students. RA positions are open to students who will have a Sophomore standing or higher and full-time student status at the start of employment. A minimum cumulative GPA of 2.5 at the time of hire and remaining in good standing (academic, financial, conduct) with the College is required. Students must also have prior group living experience and have completed and signed a residence hall or apartment contract according to the procedure outlined by the Campus Living office.

Prior experience with Campus Living is not required for New RA candidates. Returning and Lead RA candidates must have one year of experience working with Campus Living.

### **When is the deadline to apply?**

*New, Returning, and Lead RA candidates must submit their application by February 12th at 4:00pm PST. Returning RA Projects must be submitted to [julianecorpus@lclark.edu](mailto:julianecorpus@lclark.edu) by February 22nd at 11:59pm PST. A complete application includes a current resume, cover letter, at least one reference, and responses to supplemental questions.*

### **How many positions are available?**

The number of open positions for New RAs varies from year to year depending on the number of Returning RAs selected to continue working with Campus Living. One Lead RA is assigned to each complex. In Spring 2020, a total of 44 positions were open to New and Returning RAs.

### **What can I expect during my interview?**

All interview questions will be given ahead of time so that candidates are best prepared. New RA interviews will take place on Zoom during February 22nd-24th. Candidates will go through a formal interview with two RAs and one [Campus Living Prostaff](#) member. The group process will take place March 1st-2nd.

Returning and Lead RA interviews will take place on Zoom during March 1st-3rd. Candidates will present their Returning Project to two Campus Living Prostaff members and answer relevant

questions. After their presentation, candidates will go through a formal interview with two other Prostaff.

### **Where can I receive help with my resume, cover letter, or prepare for my interview?**

All RA candidates are required to have their resumes and cover letters reviewed by the Career Center. Students may also find it helpful to have a mock interview with a Career Center staff member during these meetings. It is essential to utilize this resource in a timely manner to meet application deadlines, and so staff have the appropriate amount of time to assist candidates. All appointments will be conducted [online](#), including RCA drop-in hours. Returning & Lead RA Candidates will be required to submit a cover letter; New RAs will not.

### **What is the time commitment for being an RA?**

New and Returning RA responsibilities require an average of 15 hours per week. Lead RAs have additional responsibilities that require approximately 10 hours per week. All RAs must attend regular staff meetings on Tuesdays from 3:30pm-5:00pm and regularly scheduled one-on-one meetings with their Area Director that may last as long as one hour.

Duty schedules vary by staff size and will not conflict with academic courses or approved extracurriculars. All RAs will assume night and weekend duty responsibilities as directed. During weekday shifts on Sunday-Thursday, RAs will be on duty 12 hours from 7:00pm-7:00am the following day. During weekend shifts on Fridays and Saturdays, RAs will be on duty 24 hours from 7:00pm-7:00pm the following day.

### **Will I be able to participate in co-curricular activities or hold another job in addition to being an RA?**

With the exception of academic studies, the RA job will be students' top priority. Other sources of employment are considered extracurriculars. RAs can participate in a maximum of 10 hours of extracurricular activities per week. All extracurricular involvement must be discussed with and approved by their Area Director.

### **What does being on duty look like?**

RAs are expected to maintain a visible presence by remaining in their residence hall and being available to their residents. When on duty, RAs are responsible for answering and assisting student calls that they receive on the duty phone. They also complete at least two rounds within their complex to help ensure student health, the adherence of campus policies, and that facilities are functioning properly. RAs notify the AD on-call of any scenarios needing attention and complete duty logs at the end of the night.

## **What are the benefits of being an RA?**

As an RA, students learn how to interact with various residents and campus offices, become familiar with several mediation and conflict resolution strategies, and develop valuable professional skills for their resume. All RAs receive the equivalent of a double room and 14-flex meal plan through their financial aid award letters. Lead RAs receive additional pay and training in Campus Living administration, student development theory, group facilitation, and stewardship.

## **When is RA Orientation and training? Is it mandatory?**

All RAs must participate in orientation, room selection, and training sessions (Due to COVID-19, all training dates are subject to change. We are currently planning for in-person and virtual training)

New RA Orientation takes place April 9th-10th and Room Selection on April 18th.

Lead RAs arrive back to campus on August 13th and Lead RA training begins on the 14th. New and Returning RAs arrive back to campus on August 15th and Fall Training begins August 16th. All RAs arrive back to campus on January 12th and Winter Training occurs January 13th. Supplemental online modules for all RAs should be completed prior to the beginning of these training sessions. Fall and Winter training dates can be subject to change.

If successfully hired RA candidates experience conflicts with these activities, they will need to let their AD know immediately.