

# ASU HOUSING & RESIDENTIAL PROGRAMS

## RESIDENT ASSISTANT SELECTION PROCESS

**extRAordinary people**  
**extRAordinary experiences**  
**extRAordinary opportunities**

### Selection Process Timeline

- **Wednesday, March 19:**  
*RA Applications DUE to the Plaza Verde Clubhouse Office Suite.*
- **March 24th -27th:**  
*Carousel Process (Group Interview),*  
**Times: TBA**  
**Location: TBA**  
*(You need to attend one session only.)*
- **March 31st - April 3rd:**  
*Individual Interviews*  
**Times: TBA**  
**Location: Texan Hall Conference Room**
- **R.A. Roll Call,**  
**Date: TBA**  
**Time: TBA**  
**Location: TBA**

Are you interested?

This Newsletter has been developed to:

1. Give you a better idea of what being an R.A. is all about;
2. Give you an overview of the R.A. selection process;
3. Help you prepare for your interviews.

### WHAT DOES AN R.A. DO?

It is expected that working as a Resident Assistant will be your primary out-of-class commitment and activity, second only to your academic responsibilities.

The responsibilities of an R.A. range from role model, peer listener, resource person, authority figure, activities programmer, group facilitator, referral agent to University and community services, and sometimes, even a minor maintenance person. When help is needed, you can expect the R.A. to be involved in some way.

To be a successful staff member you must be sensitive to the needs of different people.

An R.A. is frequently challenged by the dual role of being both a peer helper and policy supporter—this requires

sensitivity and understanding balanced with strength and confidence.

The R.A. needs to be confident, comfortable talking to people and have the ability to generate interest and enthusiasm in a group of their peers. This is especially important during the beginning weeks of each semester.

At Angelo State University, we strongly encourage our Resident Assistants to build a strong community within their floor or building. It is felt that a strong community is the foundation of a successful live-on experience.

Finally, the R.A. must have a strong commitment to developing positive relationships with and making a personal contribution to fellow residents. For details, see the "Resident Assistant's Position Description."

## MINIMUM QUALIFICATIONS

Minimum qualifications for a Resident Assistant appointment include:

1. Registration as a full-time student at Angelo State University.
2. Maintaining a 2.5 or better cumulative GPA.
3. Availability to work as a Resident Assistant for the entire 2014-2015 academic year; and ability to attend R.A. training beginning August 1, 2014.
4. Completion and delivery of an application form to the Plaza Verde Office on or before 5 pm, Wednesday, March 19, 2014.
5. Prior group living experience along with the time, ability, and interest in relating to a diverse group of people is preferred.
6. Group process and individual interview required for consideration.
7. Applicants for the R.A. position are expected to be mature students with at least 2 semesters experience living in a residence-type setting; some supervisory or team leadership experience is preferred although not required.

## THE SELECTION PROCESS

The selection process consists of a completed application, three completed Recommendation Forms, participation in the group process and an individual interview. Final decisions will be made after review of all the candidates applications and evaluations. Applicants not meeting minimum qualifications will not be scheduled for the selection process. All candidates will be notified of their status no later than April 30, 2014.

## THE CAROUSEL PROCESS

Candidates are required to participate in one carousel (group interview) session which consists of various interactive activities. Each activity will require applicants to respond to typical residential living situations in the form of role plays, written short answers and/or group discussions. There is no preparation required for the carousel process and candidates are not required to bring anything. Dress is casual but appropriate, as candidates will be required to move around and interact during various activities.

Each total session is approximately two and one half hours long and a candidate must complete a Carousel session to be considered for an R.A. position. [The Carousel Dates are March 24th-27th. Regrettably, at this time, Carousel Process times are not available.](#) Applicants are responsible for signing up for the process in order to be considered for a position.

During the process, evaluators will be assessing your basic skills and qualifications. Assessment of your understanding of and sensitivity to the types of problems an R.A. may face is also part of the carousel process.

## THE INDIVIDUAL INTERVIEW

The Individual Interview (conducted after the Carousel Process) will be with a Selection Team. The Selection Teams consist of some or all of the following: three Area Coordinators, four Student Hall Directors and up to 2 Resident Assistants who will act as the scribes.

The purpose of this interview will be to further assess your ability to be a successful Resident Assistant. Further exploration of your understanding, sensitivity and capability of handling the roles, duties and responsibilities of the position will be a part of the second interview. Your ability to take initia-

tive, and work within a staff team will be explored. Your ability as a student, your experiences and your interest will also be taken into consideration.

## FINAL SELECTION

After the Selection Process has been completed, the Selection Committee will review all materials. These include: the application; interview team feedback from the group process and individual interviews; and recommendations. After discussion, the Selection Committee will select and place successful candidates.

If you wish to discuss the decision of the Selection Committee, whether your candidacy was successful or not, contact the Interim Director of Housing & Residential Programs in the Centennial Village Office Suite (near the tower entrance). The Interim Director, without revealing confidential information, will summarize the feedback concerning your application.

## SUBMITTING YOUR APPLICATION

Be sure to read all the material included in this package and follow directions carefully. **Incomplete applications will not be considered.** If you have questions about this application form, you may contact your Area Coordinator or Paul Hamilton, Area Coordinator of Plaza Verde, Mary & Robert Massie Halls, and Coordinator of Resident Assistant Staff Selection. He can be reached at (325) 942-2050 or at paul.hamilton@angelo.edu.





## HOW TO PREPARE FOR YOUR INTERVIEWS

While neither the carousel process nor the individual interview is designed to test your specific knowledge of residential rules and policies, if you are not prepared for your interview, you can be your own worst enemy. You can avoid marks of inexperience by knowing a little of what is expected of you and by making a few simple preparations before your interviews. Preparation should include homework about yourself, the Resident Assistant position and the University. There are a number of publications which provide information related to the position and the University community. We suggest:

- The Resident Assistant Position Description located on the Housing & Residential Programs Website;
- The ASU Residence Hall Handbook located on the Housing & Residential Programs Website;
- The current Academic Year Student Housing Contract.

Talk with several R.A.s about the position. Think about the questions you may want to ask about the position and areas of responsibility.

Reflect on what skills you can offer as an R.A. in terms of prior experiences, personal strengths and weaknesses, education, summer jobs, leadership experiences, residential activities, and personal goals. Both positive and constructive feedback are welcomed.

## WHAT INTERVIEWERS WANT

***A lot of facts in a short time.***

Interview teams need to gather as much information as possible in the time available. Be ready and able to provide the interviewers with the information they need.

***They want to see what you are like.***

No deep psychological profiles, but a general picture of your interests and personality. Traits of poise, ability to communicate, basic social skills, personal qualities and general attitudes about living in groups and residential settings will be assessed. Remember, there is no such thing as a specific "R.A. type" and the selection committee is looking for a variety of experiences to balance their staffs.

***They want to see what you want.***

One of the most important things for interview team members is to find out your reasons for seeking a Resident Assistant position. Why are you applying for a Resident Assistant position? What do you want to accomplish? What do you hope to get out of being an R.A.? What can you contribute to the Resident Assistant team?

***They want to hear what you've done.***

Interview team members want to hear of your experiences, hobbies, specialized training, volunteer work, leadership experience, extra curricular activities and your residence or group living experiences.

***They want to know what you might do.***

Interview team members want to hear of your skills as they relate to the R.A. roles and responsibilities. They also want to hear of your potential to develop skills as a Resident Assistant and are interested in hearing some of the program ideas you would like to implement, if selected.

## DURING THE INTERVIEWS

You can expect to be asked questions dealing with the following areas:

- *Perceptions of the R.A.'s roles*
- *Skills needed to do the job*
- *Personal skills/qualities*

Although interviewing styles and techniques differ widely, interview teams will most likely ask questions in a format such as:

*"What are your feelings about....?"*

*"What kind of style would you say you have in relating to people?"*

*"How would you deal with a situation such as....?"*



## ASU Housing & Residential Programs

ASU Station #11016  
San Angelo, TX 76909  
(325) 942-2035  
Fax: (325) 942-2239

## Plaza Verde Residence Hall

ASU Station #11016  
San Angelo, TX 76909  
(325) 942-2050  
Fax: (325) 942-2696

### **WHAT YOU NEED TO HAND IN**

- **The completed application form.** Please type all the information requested.
- **Three Recommendation Forms.** The enclosed employment recommendation forms can be dropped in inter-departmental mail, stamped and returned via the US Mail or faxed to 325/942-2696. Original recommendation forms should be addressed to:

**Office of Housing & Residential Programs  
ASU Station #11016  
San Angelo, TX 76909-1016  
Attn: RA Selection Committee**

*Seal all documents in an envelope and address it to the above address. Applications can be mailed to this address, or dropped off at the Plaza Verde Clubhouse Office Suite.*

*The RA application deadline is: **5 pm, Wednesday, March 19, 2014.***

*Applications received after the posted deadline will be considered for late hire only.*

### **BE YOURSELF!!**

Answers should be factual and sincere.

Strong character traits impress interviewers and should be shared at every appropriate opportunity. All good points should be conveyed to the interviewers because they may not become evident unless you bring them out.

Don't be afraid to ask for clarification of the questions the interview team members may ask.

It's important for you to consider how you are projecting your ideas and feelings to others in an interview situation.

Don't be late for the interview. Arrive 10-15 minutes early for the group process as well as the individual interview. This will sit well with the interviewers as arriving behind schedule doesn't give an interviewer a favorable impression.

As in any interview situation, be casual and comfortable, but remember the importance of acting professional as well.

**Other opportunities within Residential Programs include: Student Hall Directors, Summer Conference Assistants, Student Maintenance Workers & Student Office Assistants. Check out our website for these employment opportunities.**

### **WHAT'S IN IT FOR YOU!!**

- Residence Assistants receive a \$700.00 monthly stipend and a discounted R.A. room rate of \$2500 per year (\$1250 per semester) regardless of what hall they live in.
- Excellent leadership training
- Development of interpersonal skills.
- Resume building experiences such as conflict resolution, counseling, team building & task management.

**As a resident assistant at ASU, you will find yourself making life long friends with your residents as well as fellow staff members**

