

RESIDENT ASSISTANT SELECTION INFORMATION



JOB EXPECTATIONS

The RA Job Expectations are updated each year. As a reference, please review the [2022-2023 RA WORK AGREEMENT HERE](#). Please note:

This Agreement is being improved for the 2023-2024 academic year.

ELIGIBILITY

To be eligible for the Resident Assistant position, you must meet all the following requirements:

- ❏ Must be a current Mansfield University student enrolled for fall 2023 course work
- ❏ Must maintain full-time student status while on staff
- ❏ Must be in good academic standing with at least a **2.25** QPA
- ❏ Must have minimal to no conduct issues (considered on a case-by-case basis and is dependent on nature of conduct violation)
- ❏ Must have lived on-campus for at least one (1) full semester (at Mansfield University or another institution)
- ❏ Must be able to commit approximately 20-25 hours per week
- ❏ Must attend **all** scheduled training sessions and opening(s)/closing(s) at the beginning and end of each semester
- ❏ Must live in an assigned residence hall during employment period
- ❏ Must be able to read and follow visual and verbal instructions and work independently
- ❏ Must successfully complete three background clearance checks (Act 34 - Criminal Record Check, Act 114 - FBI Federal Criminal History - Fingerprinting, Act 151 - Child Abuse History Clearance)
- ❏ Must be able to handle confidential matters with discretion and personal integrity

APPLICATION PROCESS

Applying to be a Resident Assistant (RA) is an exciting process! Our application process is designed not only to ensure that we get the best candidates for the position, but also to provide the opportunity to make sure the RA position is the best fit for you.



The application process includes the following components:

- ❏ Completed Resident Assistant application (resume submission required)
- ❏ Interview (approx. 30 minutes)
- ❏ Group Process (approx. 1.5 hours) ****Current RAs are exempt from Group Process****



RESIDENT ASSISTANT

SELECTION TIMELINE



FEBRUARY 10	FEBRUARY 15-21	FEBRUARY 24-25	MARCH 3	MARCH 10	MARCH 26
APPLICATION MATERIALS DUE BY NOON	NEW & RETURNING INTERVIEWS	GROUP PROCESS SESSIONS	DECISIONS TO BE EMAILED OUT	CONTRACTS DUE BY NOON FOR OFFERS	SIGNING DAY FOR THE ENTIRE TEAM



IF YOU HAVE ANY QUESTIONS, PLEASE E-MAIL AUSTIN BOROCH AT
ABOROCH@COMMONWEALTHU.EDU



NEW RESIDENT ASSISTANT APPLICANTS:

STEP 1 - Apply for the Position

Before you begin your online application, please know that you will be prompted to upload your resume at the end of the application. Please have your current resume prepared before beginning this application. [PLEASE SUBMIT YOUR ONLINE APPLICATION HERE.](#)

STEP 2 - Sign Up for an Interview and a Group Process Session

Once you have completed your online application, your application will be screened for eligibility. Once the screening is completed to determine your eligibility, you will be emailed with a link to sign up for an interview and a group process session. Interviews will be conducted in person by the professional staff members of Residence Life. You can expect to be asked a series of questions pertaining to your interest in the role, awareness of the position, leadership potential, community building, and multiculturalism. The interview will take approximately 30 minutes. Group process is scheduled for a separate date/time and is an opportunity to perform tasks in a group with other RA candidates. The Group Process Session will last approximately an hour and a half (1.5 hours).



RETURNING RESIDENT ASSISTANT APPLICANTS:

STEP 1 - Apply for the Position

Before you begin your online application, please know that you will be prompted to upload your resume at the end of the application. Please have your current resume prepared before beginning this application. [PLEASE SUBMIT YOUR ONLINE APPLICATION HERE.](#)

STEP 2 - Sign Up for an Presentation/Interview

Once you have completed your online application, you will be emailed with a link to sign up for a date and time for your presentation/interview. The first part of the presentation and interview will be a fifteen (15) minute presentation prepared by you and the second fifteen (15) minutes will be an interview. You can expect to be asked a series of questions pertaining to your interest in the role, awareness of the position, leadership potential, community building, and multiculturalism. Guidelines for the presentation will be sent out to all current RA staff.

LEARN MORE ABOUT THE PROCESS AND POSITION

In addition to reading the website, the best way to learn about what RAs do is to ask our current staff working in the residence halls. Talk to an RA or Assistant Director of Residence Life about their experiences.

In the meantime, if you have any questions pertaining to the application process, contact Austin Boroach at [**ABOROCH@COMMONWEALTHU.EDU**](mailto:ABOROCH@COMMONWEALTHU.EDU)



**THANK YOU FOR YOUR INTEREST IN THE RESIDENT
ASSISTANT POSITION! WE LOOK FORWARD TO
REVIEWING YOUR APPLICATION MATERIALS!**