

Resident Assistant Information Session

2023-2024



Thank You for Joining Us!



Agenda

- Our Team- Who We Are.
- Our Communities- What We Do.
- Expectations- How We Do it.
- Application and Interview Process- When to Apply.



Our Team

- **Senior Director:** Lori Lambert
- **Assistant Director, Housing Operations:** Tim Griffin
- **Assistant Director:** Miguel Aguado
- **6 Hall Directors**
 - Anderson Reeves, Bri Dowell-Howko, Tim Reese, Mykaela Freeman, John Schaller, Hannah Sanders
- **Residential service coordinator:** Liz Newman
- **64 RAs!**



Our Communities



Our Communities

First Year Buildings

- Brockman Hall (270)
- Husman Hall (310)
- Kuhlman Hall (460)
- Buenger Hall (215)

Upperclass Buildings

- Justice Hall (520)
- Apartments (580)
 - 8 Facilities
- Top floors of Kuhlman and Buenger



What is an RA?

Resident Assistants (RAs) are an integral member of the Residence Life Staff. An RA is a paraprofessional staff member with responsibilities that include, but are not limited to:

- Community Building*
 - Programming
 - Resident Interactions
 - Hosting Meetings
- Being a Resource
- A Role Model
- Advocate
- Administrator
- Policy Enforcement





What are the Expectations of the Position?

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- Year-long commitment
- Participate in Training (Summer and Winter)
- Participate in staff meetings and 1:1 meetings with your supervisor
- Monthly Community Building Initiatives (Programs, Outreach, etc.)
- Community Member
- Participate in a duty rotation
- Assist with move-in and move-out processes
- Participate in professional development activities
- *Note: you will need approval if you would like to work a second job while being an RA!*





What are the Perks of the Job?

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- A free **on-campus room**
- **Xavier Silver meal plan:** Valued at around \$3,150 per semester and includes \$200 dining dollars
- **Professional and personal development opportunities**
- **Other rewarding experiences:**
 - Professional development
 - Networking
 - Sharing your voice with Residence Life professionals
 - Springboard into other leadership opportunities



How do I Apply?

- The Application can be found on our Residence Life Website under “Join our Team”
- Link: [Residence Life Staff Recruitment - Residence Life | Xavier University](#)
 - Be prepared with a headshot and a resume to upload when filling out an application
 - Includes some essay responses and demographic questions

Applications are due January 12th, 2024



What are the Requirements to Apply?

- **2.50 GPA (semester and cumulative)** at time of application and employment
- **Class Status:** Sophomore by the start of your employment
- **Residential and commuter students encouraged to apply!**

Must be a student at Xavier University for at least one full semester by the start of employment.



What are the Requirements to Apply?

Conduct

- You must meet the following criteria by the position offer date, February 9th, 2024:
 - Not on University Probation
 - Not on Residence Life Probation
 - All previously assigned conduct sanctions are complete and not past due

If you will still be on probation after February 9, 2024 but would like to be considered for the role, you must complete the supplemental conduct essay explaining your circumstances. The selection committee will let candidates know if they can continue through the process.



Components of the Application

References

- One reference form is required, and a second is recommended. Please do not submit more than two!
 - You must provide your references with the link to the reference form
 - MUST be someone from Xavier or a previous employer (no family or friends)
 - Can be a student leader or other figure (Manresa, RA, Smooth Transitions mentor, e-board member of a student org, team captain, tutor, professor, Success Coach, etc.)
 - Due via electronic submission by **January 14, 2024 from website**

NOTE: It is YOUR responsibility to follow up with your references and make sure they have completed the form.



Resume Example

Tips and Tricks

- Does not have to be Perfect!
 - Showcase what you current experience is
- Opportunity to start reflecting on experiences and how they can align with job expectations
- Do NOT have to include every section on the sample- do what works for you! (Do not have to have a linkedin/skills, etc).
- For assistance you can connect with your RA and the Career Center!

Frankie First Year

(513)-123-4567 | youremail@xavier.edu | linkedin.com/in/yourURLhere (optional)

EDUCATION

Xavier University Cincinnati, OH
Bachelor of Arts Anticipated May 20XX
Major: Public Relations

Walnut Hills High School Cincinnati, OH
High School Diploma May 20XX
GPA: 3.XX/4.0

RELEVANT EXPERIENCE

Private Family Cincinnati, OH
Babysitter June 20XX- July 20XX

- Using strong action verbs to start your bullet points, tell us what you did during your experience
- Focus on what is most relevant to the experiences you are applying for
- Remember to use numbers when possible to quantify your experience (e.g. how many children you babysat, their ages, etc.)

Walnut Hills High School Varsity Basketball Team Cincinnati, OH
Team Captain Sept. 20XX - May 20XX

- Using strong action verbs to start your bullet points, tell us what you did during your experience
- Focus on what is most relevant to the experiences you are applying for
- Remember to use numbers when possible to quantify your experience (e.g. how many hours a week you had practice, etc.)

ABCD Tutoring Academy Cincinnati, OH
Math Tutor Sept. 20XX - May 20XX

- Using strong action verbs to start your bullet points, tell us what you did during your experience
- Focus on what is most relevant to the experiences you are applying for
- Remember to use numbers when possible to quantify your experience (e.g. how many students you tutored, etc.)

VOLUNTEER EXPERIENCE

Over The Rhine Soup Kitchen Cincinnati, OH
Volunteer Monthly 20XX & 20XX

- Focus on transferable skills in this section

Findlay Market Cincinnati, OH
Volunteer Annually 20XX & 20XX

- Focus on transferable skills in this section

SKILLS

- List technical skills here (e.g. bilingual, Python, Adobe Photoshop).
- Do NOT include transferable skills (e.g. leadership, time management, good communication).



Components of the Application

- **Resume Resources:**
- Connecting with the Career Center: <https://www.xavier.edu/career/students/index>
- Resume Templates and Examples: <https://www.xavier.edu/career/students/resume-and-cover-letters/index>



Interview Process

- The final requirement of the Resident Assistant selection process is to complete an individual interview with members of the Residence Life staff. Once all applications have been received, you will be sent a link to sign up for your interview. Individual interviews will happen between 1/23/24-2/6/24.
- Questions about experiences, critical thinking, and understanding of role



Timeline

- Application is Open
- Application Due: January 12th 12:00 PM
- References are due January 14th
- Individual Interviews: January 23rd- Feb 6th
- Notification to Candidates about next steps: Mid February
- March : RA Kick Off and Social for candidates selected in the RA recruitment process



Let's Connect!

- **Website**
 - [Office of Residence Life - Residence Life | Xavier University](#)
- **Reach out to your RA!**
- **Social Media**
 - Twitter & Instagram: @XavierResLife
 - Facebook: @XUResLife





Questions

