Learning Community Assistant, Resident Assistant, & Resident Academic Mentor
2020-2021 Selection Application Guide

If any of these dates and times conflict with pre-existing commitments that you are unable to avoid please notify us at reslife@pdx.edu as soon as possible. The inability to cover one’s work shift is not an example of an excusable pre-existing commitment.

Attending Mandatory Information Session:
Information Sessions are an important way to learn more about the positions, the selection process, and provides you with the opportunity to ask any questions you may have about the positions. Attending one of the information sessions is mandatory, they are there to help provide clarity to our leadership positions and selection process. If you are unable to attend an information session, please email reslife@pdx.edu.

Information Session Dates/ Locations/ Times:
- 12/4/19 | Information Session in SMSU 294 from 6pm -7:30pm
- 1/8/20 | Information Session in SMSU 294 from 6pm -7:30pm
- 1/16/20 | Information Session in SMSU 294 from 6pm -7:30pm
- 1/29/20 | Information Session in SMSU 294 from 6pm -7:30pm

Applications:
- Applications can be found here: http://pdx.edu/housing/employment
- Applications are due Monday, January 27, 2020 by 12pm (noon).
- Applications consist of a completed application form, typed essay questions (see below), a current resume, and 1 recommendation. The online application will require you to attach your typed essay questions and resume to submit the application. The attachments must be in Word or PDF formats.
- This application form is entirely online. **Once you start the online application you cannot save it and complete it later.** When you want to start the application ensure that you have enough time to complete the entire application process, including attaching your required documents.
- Applicants who are not yet admitted to the university or have not been a PSU student during the previous academic year are not able to apply
- The application process will include a review of each applicants’ academic standing (GPA) and compliance with university and housing policies.

Resume & Essay Questions:
- Your resume and essay questions must be completed prior to starting the online application.
- Essay questions should be no more than 500-1,000 words combined and type responses.
- **Please respond to the following essay prompts:**
  - Tell us about yourself and why you are interested in the position.
  - Please describe your understanding of the position(s) that you have applied for. What different skills might be needed for each position?
  - **Read through the following situation and answer the corresponding questions:**
    - You are working on an event with a colleague from your team. Your colleague was in charge of scheduling your guest speaker, but you found out that they waited until today to schedule them, and they were already booked. Your event is tomorrow, and now the main attraction to your event will not be there. First, how do you remedy the immediate situation? Second, how do you address your concerns with the colleague?

Recommendations:
- Applicants must submit 1 recommendation. When you go through the online application, you will be asked to provide the email address of your recommender. They will automatically be sent an email with the link for them to complete the recommendation form. **It is up to you to confirm you have entered the correct email address for your recommender prior to submitting your application.**
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- Do not wait until the day applications are due to submit an application. Your recommender will receive an email once you have completed the application prompting them to complete their recommendation form. We encourage you to complete your application 2 weeks prior to January 27th so as to give your recommender adequate time to complete the recommendation form.
- Recommendation forms are submitted online by your recommender and are due on Monday, January 27, 2020 by 12pm (noon).

Interviews:
- Applications will undergo an initial review the week of January 27th to confirm application eligibility.
- The interview process consists of two parts, Group Interviews and Individual Interviews.
- All of the below dates/times are a required part of the application process. If none of the times listed work for you please email reslife@pdx.edu. The only exception we will accept is for class related reasons. We may ask you to provide proof that you are unable to attend for class related reasons.
  - **Group Interviews**
    - The Group Interviews take place on Saturday, February 8th. There will be two sessions for you to choose from: 9am to noon and 1pm to 4pm.
    - This allows Residence Life to observe candidates as they interact with other candidates and current student leaders. The process consists of multiple activities that relate to the Resident Assistant, Learning Community Assistant, and Resident Academic Mentor positions.
    - More details regarding the Group Interview will be sent to those that pass the initial application review process.
  - **Individual Interviews**
    - After Group Interviews take place we will review application and interview materials collected thus far and invite those candidates that will be moving forward in the process to Individual Interviews.
    - The Individual Interviews will be approximately 30 minutes with one professional staff member and one student leader. Applicants should prepare for the interview in advance. We encourage you to utilize the Advising and Career Services department at PSU. Information for this resource can be found here: [http://pdx.edu/careers/interviewing](http://pdx.edu/careers/interviewing)
    - Individual Interviews for both positions will be February 13th – 14th, 2020. Applicants should plan accordingly and be available on these days. A limited number of slots will be available each day and you will identify your top three options for interview times on your application. We will later email you your interview date/time/location.

Selection Decisions:
- Candidates will be emailed decisions by Wednesday, March 4th, 2020. Emails will go to their pdx email account only.
- If selected, candidates will be sent a Background Check Form from Human Resources and will be required to turn it in immediately.

Spring Training Dates:
If offered a position with University Housing & Residence Life, you must attend our Spring Orientation on Saturday, May 16th, 2020 from 7:45am to 2:30pm. More details about what will be covered on this day will be shared if offered a position on the team.