Optional Information Sessions:
Information Sessions are a great way to learn more about the positions, the selection process, and ask any questions you may have about the positions. Information sessions are not mandatory, they are there to help provide clarity to our leadership positions and selection process. If you are unable to attend an information session and have questions that you need answered, please email reslife@pdx.edu with your questions.

Information Session Dates/ Locations/ Times:
- 11/28/18 Ondine Lounge 6pm
- 11/29/18 Montgomery Lounge 6pm
- 1/9/19 Ondine 204 6pm
- 1/17/19 Montgomery Lounge 6pm

Applications:
- Applications can be found here: http://pdx.edu/housing/employment
- Applications are due Tuesday, January 22, 2019 by 12pm (noon).
- Applications consist of a completed application form, typed essay questions (see below), a current resume, and 1 reference. 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 are not able to apply because you must have an ODIN username and password 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.
- Essays questions should be no more than 500-1,000 words combined and type responses.
- If applying for the LCA position, please answer the following:
  - What role do you think the Residence Halls play in the educational mission of Portland State University?
  - What important issues do you feel first year students face in transitioning to PSU both inside and outside the classroom?
  - Describe how you would help support first year students to be successful academically.
- If applying for the RA position, please answer the following:
  - What are the important components of building a strong community within the uniquely diverse PSU campus?
  - Describe how you would develop your ideal residential community.
  - There are many different types of communities and populations within Housing at PSU. Please identify the two communities you most prefer to work with, state why these communities interest you, and why you are qualified to serve as a leader within this community. The community options are: Viking Floors, Sustainability FRINQ, Work of Art FRINQ, Portland FRINQ, Health, Happiness, & Human Rights FRINQ, Race and Social Justice FRINQ, Design and Society FRINQ Floor, Urban Honors Community, or a historic building with a non-traditional student population.
- If applying for the RAM position, please answer the following:
  - What role do you think the Residence Halls play in the educational mission of Portland State University?
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- University Housing and Residence Life creates an environment that motivates and inspires student learning through devoting time and energy to educationally purposeful activities. Describe how you would help create a living environment conducive to this type of philosophy and how you would intentionally support an upperclass community with this initiative.
- How will you actively support students with their academic progress (maintaining satisfactory GPAs, number of credits earned, and persistence to graduation) and awareness of self at PSU in your role as a Resident Academic Mentor?

- If applying for both the LCA and RA positions, the LCA and RAM, or the RAM and RA positions, please answer the following question in addition to the above questions related to the positions you are interested in:
  - Looking at both positions, which would you prefer and why?

References:

- Applicants must submit 1 reference. 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 reference form. **It is up to you to confirm you have entered the correct email address for your recommender.**
- 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 22nd so as to give your recommender adequate time to complete the reference form.
- Reference forms are submitted online by your recommender and are **due on Tuesday, January 22, 2019 by 12pm (noon).**

Interviews:

- Applications will be reviewed the week of January 22nd
- The interview process consists of three parts, the UHRL Overview, the Group Interviews, and the 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.
  - **UHRL Overview**
    - **UHRL Overview | January 23rd – 25th**
      - This session explains the process, provides you with valuable information regarding the positions, and involves active and reflective activities so we can get to know you better and you can get to know the department and these positions better.
  - **Group Interviews**
    - The Group Interviews spans two hours each week for three weeks. 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.
      - **Group Interviews Weeks 2 & 3 | January 28th – 31st & February 4th – February 8th**
        - This stage of Group Interviews will be the same day for two consecutive weeks pending your availability.
        - You will be able to choose the day of the week that fits best in your schedule. We will offer Group interviews on Mondays through Thursdays at either a 5:30pm to 7:30pm time or a 6:30pm to 8:30pm time. This completely depends on the demand for each night and time frame. Again, you will attend the same night/time for the final two weeks of Group Interviews.
          - **Disclaimer:** These dates are subject to change, and if they change candidates will be notified.
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- **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. 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 **January 31st - February 2nd, 2019**.
    - Applicants should plan accordingly and be available the weekend of January 31st - February 2nd, 2019. 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, February 27, 2019. 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 term training dates.
- Saturday, April 6th, 2019 from 10:00am to 12:00pm
- Saturday, April 20th, 2019 from 10:00am to 12:00pm
- Saturday, May 4th, 2019 from 10:00am to 12:00pm
- Saturday, May 18th, 2019 from 10:00am to 12:00pm