THE MISSION OF THE OFFICE OF RESIDENCE LIFE

THE OFFICE OF RESIDENCE LIFE IS COMPRISED OF A DIVERSE STAFF COMMITTED TO BUILDING A SAFE, WELCOMING ENVIRONMENT THAT FOSTERS AN APPRECIATION FOR DIFFERENCES AND EMPOWERS STUDENTS TO BECOME LIFE-LONG CITIZENS OF THEIR COMMUNITIES. WE ACCOMPLISH THESE GOALS BY PROVIDING QUALITY EDUCATIONAL EXPERIENCES, EXCEPTIONAL CUSTOMER SERVICES AND ADVOCACY FOR SERVICE ON BEHALF OF OUR STUDENTS WITH OTHER UNIVERSITY DEPARTMENTS. THROUGH THESE EFFORTS OUR STAFF IS DETERMINED TO PROVIDE RESOURCES AND SERVICES THAT ENHANCE OUR RESIDENT STUDENTS’ ACADEMIC ENDEAVORS.

OFFICE OF RESIDENCE LIFE STAFF SELECTION TIME LINE

RA STAFF RECRUITMENT:

STUDENT STAFF APP PROCESS OPEN: MONDAY, NOVEMBER 10, 2014
STAFF APPLICATIONS DUE: TUESDAY, FEBRUARY 3, 2015
INVITATION TO INTERVIEW: MONDAY, FEBRUARY 16, 2015
GROUP INTERVIEW: FEBRUARY 19, 2015, 12:30-2:15PM
INDIVIDUAL INTERVIEWS:
MON, FEB. 23, 6:15-9:00PM
TUES, FEB. 24, 6:15-9:00PM
WED, FEB 25, 12:00-5:00PM, 6:15-9:00PM
DECISION LETTER EMAILED: FRIDAY, MARCH 6, 2015
ACCEPTANCE DUE: FRIDAY, MARCH 13, 2015
STAFF SELECTION PROCESS

1. STAFF POSITIONS AVAILABLE:

**RESIDENT ASSISTANT** - POSITIONS AVAILABLE IN FIRST YEAR & UPPER CLASS RESIDENCE HALLS

**RESIDENCE MANAGER** - POSITIONS AVAILABLE IN RONSON HALL (1) AND FALLS CENTER (5)

PLEASE REVIEW THE POSITION DESCRIPTIONS FOUND ON THE APPLICATION HOME PAGE: HTTP://WWW.PHILAU.EDU/RESLIFE/EMPLOYMENT.HTML. SELECT “CLICK HERE TO LEARN MORE ABOUT THE RESIDENT ASSISTANT POSITION.”

2. CANDIDATE ELIGIBILITY:

PREFERRED 2.75 CUMULATIVE GPA, 2.5 REQUIRED

**NOT** CURRENTLY ON RESIDENCE HALL/UNIVERSITY JUDICIAL PROBATION

PREFERRED FULL ACADEMIC YEAR COMMITMENT

3. APPLICATION PROCESS:

COMPLETE THE ON-LINE APPLICATION FORM AND EMAIL YOUR COVER LETTER AND RESUME TO ORLHIRING@PHILAU.EDU.

PLEASE NOTE THAT YOU MUST SUBMIT A COVER LETTER, RESUME, AND HAVE TWO COMPLETED RECOMMENDATIONS FOR YOUR APPLICATION TO BE COMPLETE.

APPLICATIONS CAN BE SUBMITTED THROUGH OUR WEBSITE AT HTTP://WWW.PHILAU.EDU/RESLIFE/EMPLOYMENT.HTML

APPLICATIONS ARE DUE ON TUESDAY, FEBRUARY 3, 2015 BY 11:59 PM.
4. COVER LETTER AND RESUME:

THE COVER LETTER AND RESUME SHOULD REFLECT YOUR SKILLS AND CONVEY WHY YOU ARE BEST SUITED FOR THE POSITION(S) THAT YOU ARE APPLYING FOR. THE COVER LETTER SHOULD BE TYPED, WITH ONE (1) INCH MARGINS AND SHOULD NOT EXCEED ONE PAGE. THE RESUME SHOULD BE TYPED, WITH ONE (1) INCH MARGINS AND SHOULD NOT EXCEED TWO PAGES.

FOR INFORMATION ON HOW TO CREATE A COVER LETTER, PLEASE GO TO THEIR WEBSITE AT HTTP://WWW.PHILA.U.EDU/ CAREER/STUDENTS/COVERLETTERWRITING.HTML. YOU CAN ALSO UTILIZE THE FOLLOWING CAREER SERVICE’S OPEN OFFICE HOURS, MONDAY- FRIDAY - 10:00AM - 11:30AM TO GET HAVE YOUR COVER LETTER AND RESUME REVIEWED.

5. INTERVIEW PROCESS:

PLEASE MAKE SURE YOU MEET THE APPROPRIATE CRITERIA BEFORE SIGNING UP FOR AN INTERVIEW (OVERALL G.P.A. MUST BE AT LEAST 2.5, OUR APPLICATION IS COMPLETE AND YOU CANNOT CURRENTLY BE ON JUDICIAL PROBATION).

GROUP INTERVIEW PROCESS:
FEBRUARY 19, 2015  12:30-2:15PM
FEBRUARY 19, 2015  7:00-8:30PM

INDIVIDUAL INTERVIEW PROCESS: BY APPOINTMENT.
FEBRUARY 23, 2015  6:15-9:00PM
FEBRUARY 24, 2015  6:15-9:00PM
FEBRUARY 25, 2015  12:00-5:00PM, 6:15-9:00 PM

INDIVIDUAL PREPARATION WORKSHOP:
CAREER SERVICES AND RESIDENCE LIFE ARE OFFERING AN “INTERVIEW PREPARATION” WORKSHOP FOR ALL THOSE INTERESTED APPLICANTS. THIS SESSION WILL NOT ONLY PREPARING WITH JOB INTERVIEW SKILLS BUT WILL ALSO GIVE YOU INSIGHT ON THE RA SELECTION INTERVIEW MODEL AND QUESTIONS.
FEBRUARY 17, 2015  12:30-1:30PM  @ KANBAR 314
6. GUIDELINES FOR OUTSIDE EMPLOYMENT & EXTRACURRICULAR ACTIVITIES (LIST OF COMMITMENTS):  
In order to best serve the floor, building and staff communities, please be aware that students that are offered and accept the residence life staff position are required to make a one year commitment to the position. We ask that if a candidate cannot make the commitment for the entire year that they either do not apply for the position or make their other commitments known in the online application. Depending on the size and strength of the applicant pool, we may not consider students who are participating in study abroad.

The residence life staff positions require a significant amount of time in addition to student’s academic pursuits. The Director of Residence Life Education must approve part-time jobs, significant leadership position(s) or other extra-curricular commitments.

Due to training conflicts we will no longer hire applicants who are Kanbar campus center building managers or university admissions rambassadors. The residence life staff positions are a staff’s first non-academic priority; therefore we limit outside employment to a maximum of 15-20 hours a week.

7. RECOMMENDATION FORMS:

Please provide contact information for two (2) professional references. Please inform your references that they will receive an online recommendation to complete on your behalf. The Office of Residence Life strongly discourages candidates having their current residence coordinator complete any of the two references as they serve on the selection team. The recommendation form should be completed by someone who has observed you working in a group and can speak to your work ethic and performance. The recommendation form should not be completed by friends or family.

If you have any questions regarding the process please contact a residence life staff member in your area for assistance or contact Dillon Eppenstein by email at mailto: eppensteind@philau.edu or orlhiring@philau.edu.