
RA RECRUITMENT & SELECTION OVERVIEW 2019-2020

Dear Candidate:

Thank you for your interest in becoming a Resident Assistant (RA) at Regent University. This application packet includes the *RA Recruitment & Selection Process Timeline*, *RA Application Instructions* and *RA Job Description*. Please read through this packet, familiarize yourself with the information and follow the instructions carefully.

RAs have a unique opportunity to serve the Lord and to positively impact the lives of Regent University residential students. The work can be challenging, but it is also very exciting and rewarding. RAs receive significant leadership training and experience in counseling, conflict resolution, program planning, communication skills and other areas that will benefit them for a lifetime. Additionally, RAs are compensated with a no-cost studio housing assignment in Regent Commons or a no-cost single bedroom apartment in Regent Village (undergrad RAs have two Life Group Leader roommates in the other bedroom & grad RAs have a single roommate in the other bedroom).

We are pleased that you are considering joining the Residence Life team and know you will have a positive experience in the selection process. If you have any questions, please feel free to contact us at 757-352-4890 or studenthousing@regent.edu. You may also speak with any of the current Regent University RAs or pay a visit to the Office of Residence Life to speak with a staff member.

Best,

Office of Residence Life
Regent University

RESIDENT ASSISTANT SELECTION PROCESS TIMELINE 2019-2020

The RA Recruitment and Selection process is only open to single undergraduate and graduate students currently living in the Regent Commons or Regent Village who are professing Christians. Below you will find important information related to the RA position and the recruitment/selection process. Please carefully review all the information below.

Applications Available Electronically (via email from Student Housing and the ResLife website): <http://www.regent.edu/community-spiritual-life/student-life/#tab-on-campus-housing>
Thursday, November 1, 2018

RA Information Session

RA Interest Meeting: **Friday, November 9th at 6:00 PM** in the Foundation Hall Community Room **AND** Regent Village Housing Office.

- Come hear more about applying to be an RA, what it is like to be an RA, and have all your questions answered as they relate to 2019-2020 RA positions.

Applications due by 5:00pm on Friday, December 14, 2018. Applications are completed electronically and submitted via email to studenthousing@regent.edu.

Phase I: Review of Applications

January 14-18, 2019

- Candidates advancing to Phase II of the selection process will be notified via e-mail on Friday, January 18th and required to sign-up for interviews with staff members in the Regent Commons Office (Constitution Hall Suite 101) or Regent Village Office (Building 5960 Apt. 104).

Phase II: Individual interview sign-ups

January 22-25, 2019 (Regent Commons Office or Regent Village Office)

Phase II: Individual Interviews

January 28-February 1, 2019 (Regent Commons Office or Regent Village Office)

Selection Announcements Available for Pick-Up; Regent Commons Office Only

Friday, February 8, 2019 @ 8am

Signed & Accepted Offers of 2019-2020 RA positions due to Regent Commons Office

Wednesday, February 13, 2019 @ 5pm

RESIDENT ASSISTANT APPLICATION INSTRUCTIONS

Applications are due by 5:00pm on Friday, December 14th, 2018. Applications must be submitted via email to studenthousing@regent.edu. **Late/incomplete applications will not be accepted.**

A complete application includes:

1. The RA Application Form (which includes the parts indicated below):

- **Personal Statement (application form page 3)**

All candidates are required to respond to a series of questions that will serve as their personal statement. The personal statement questions are included in the application form. A blank field below the personal statement questions has been provided for candidates to type in responses. You may only use the blank field provided in the application.

- **Short Answer Application Questions (application form page 4)**

All candidates are required to answer three short answer questions. These questions are included in the application form. Blank fields below each question have been provided for candidates to type in responses. You may only use the blank fields provided in the application. Additional attachments of responses to questions will not be accepted. Please use correct grammar and spelling in your responses to the questions. In addition, please be as concise but thorough as possible in your responses.

2. Résumé

- a. Please be professional in format and content.
- b. Include:
 1. Contact Information
 - a. Summer and school addresses and phone numbers
 - b. E-mail address
 2. Anticipated degree and graduation date
 3. Work Experience (chronological with most recent first; include dates of employment)
 4. Leadership experience, community service and volunteer work
 5. List courses or training you have completed that directly relate to the RA duties and responsibilities (i.e. Mediation, Interpersonal Communication event planning, etc.)
 6. Other (your opportunity to list other significant information that can strengthen your application for the RA position)

Upon submission of your application and if you do progress to the second phase of the RA selection process, you will be contacted by Residence Life via e-mail and asked to sign-up for an individual interview with Residence Life staff. Interview sign-ups will occur in both the Regent Commons Office located in Constitution Hall Suite 101 AND the Regent Village Office located in Building 5960 Apt. 104.