

**New Candidate Timeline  
STUDENT STAFF SELECTION  
PROCESS TIMELINE SPRING  
Fall 2024 – Spring 2025**



<b>Tues. October 29<sup>th</sup></b>	New Candidate Info Session, 12-1:30pm, WPU Kurtzman Room
<b>Fri. November 1<sup>st</sup></b>	Applications available on Residence Life Website
<b>Mon. November 11<sup>th</sup></b>	New Candidate Info Session, 6-7:30pm, WPU Nordy's Place
<b>Wed. January 8<sup>th</sup></b>	New Candidate Info Session, 12-1:30pm, WPU Kurtzman Room
<b>Fri. January 10<sup>th</sup></b>	New Candidate Applications due online by 5:00pm
<b>Tues. February 11<sup>th</sup></b>	New Candidate Interviews, WPU Ballroom
<b>Wed. February 12<sup>th</sup></b>	New Candidate Interviews, WPU Ballroom
<b>Thurs. February 13<sup>th</sup></b>	New Candidate Interviews, WPU Ballroom
<b>Week of March 10<sup>th</sup></b>	Notification of selection status
<b>Tues. March 25<sup>th</sup></b>	Eligible for Selection Candidate Drop-In Event, 3-5pm, WPU Dining Room A
<b>Thurs. March 27<sup>th</sup></b>	Newly Selected Candidate Welcome Event, 2-5pm, WPU Ballroom
<b>Week of April 14<sup>th</sup></b>	Tentative Placement Notification <i>*(note that assignments can be subject to change over the summer months)</i>

**See below for some frequently asked questions regarding the Resident Assistant/Community Assistant selection process:**

**1. How does the Resident Assistant/Community Assistant selection process work?**

The selection process consists of several steps:

1. **Application:** Submit an online application, providing your resume and answering specific questions about your interest in the Resident Assistant/Community Assistant role.
2. **Interview:** Qualified candidates will be invited to an interview, where you'll be asked about your leadership experience, problem-solving skills, and approach to navigating community and resident support.
3. **Final Decision:** After the interviews, decisions will be made based on your qualifications, fit for the role, and the community's needs. You will be notified of the outcome via email.

**2. Are there certain requirements to apply for a Resident Assistant/Community Assistant role?**

- Must have at least a 2.5 cumulative and semesterly QPA.
- University conduct records are reviewed. Additional steps in the selection process may be required when there is a history of a conduct violation.
- Must have sophomore, junior, or senior status for the fall and spring terms while holding the Resident Assistant/Community Assistant role.
- Cannot be on academic or disciplinary probation .

**3. There seems to be a lot of time between the due date for applications, interviews, and notice of outcome. Why is this?**

Application materials for new applicants will be reviewed starting in January, after the application deadline, and into early February. Determinations will be made on invitations to interview from the application documents. The Office of Residence Life also conducts an academic check and conduct check during this period. After the interview process candidate files are once again reviewed in preparation for selection decisions.

**4. What are the outcomes of the Resident Assistant/Community Assistant selection process?**

There are 3 outcomes to the RA/CA selection process. The first outcome is that a candidate is offered an RA/CA position. The second outcome is that a candidate is not offered an RA/CA position. The third outcome is that a candidate is offered a space on our Eligible for Selection List. This is a list of candidates who are selected to fill vacancies as they arise during the academic year for which they applied to be an RA. For example, if an RA graduates in December 2025 we will need to fill that RA role. A candidate from the Eligible for Selection List would be selected to fill that vacancy. Students can accept or decline a space in the Eligible for Selection List when offered. Candidates can also remove themselves from the Eligible for Selection List at any given time. It is also important to note that not all RA positions are filled

right away. During early July an additional 10-15 positions are filled from the Eligible for Selection List.

#### **5. How can I prepare for the selection process?**

Here are some tips to help you succeed:

- **Understand the Role:** Familiarize yourself with the RA responsibilities and expectations. Know what you're signing up for and how you can contribute to the community.
- **Reflect on Your Experiences:** Think about past leadership roles, team activities, or situations where you've helped resolve conflicts. Be ready to discuss them during the interview.
- **Practice Interviewing:** Prepare for common interview questions, such as how you'd handle specific resident issues or manage time with academic responsibilities. The University Career Center is an excellent resource
- **Be Yourself:** Authenticity matters. Highlight your strengths, but also be open about areas where you're still growing.

#### **6. What is the difference between the Resident Assistant and Community Assistant positions?**

CAs, Community Assistants, serve the student-athlete community living in the Bridge of Forbes. While it is very similar to the RA position, there are a few differences between the two roles. Alongside their Resident Director, CAs work in close partnership with Athletics, Housing, and the Bridge on Forbes Apartment Complex. CAs also have a shifted focus of engagement opportunities for their unique student community. CAs take part in RA training initiatives, celebrations, etc. If you are interested in the CA role, you can denote interest on your application.

#### **7. I will be studying abroad; can I still apply to be a Resident Assistant/Community Assistant?**

- If you are studying abroad Spring 2025 – be sure to mark this on your application and you will be contacted for an interview.
- If you are studying abroad Fall 2025 or Spring 2026 – please note this on your application; you may still go through the selection process.

#### **8. I can only be a Resident Assistant/Community Assistant for half of an academic year. Am I still eligible to apply?**

Yes. You are still eligible to apply to be an RA/CA even if you can only commit to the role for one semester. Please note this on your application.

#### **9. If I am applying to be a Resident Assistant/Community Assistant should I submit a housing application?**

*We strongly encourage you to do so!* If you apply for on-campus housing and

receive an RA/CA position, you will be released from your housing application and refunded your housing deposit. If you do not complete your housing application and are not offered an RA/CA Position, you will not be eligible for on-campus housing for the 2025-2026 academic year.

**10. When will I find out if I get a Resident Assistant/Community Assistant position?**

Candidates will know if they have received an RA/CA position by the beginning of March 2025.

**11. Do I get to pick where I want to be a Resident Assistant?**

No- candidates go through the selection process and are placed in a community. After notification of selection status, the Office of Residence Life will communicate steps for requesting any housing accommodations if needed. These requests must be completed in collaboration with Disability Resources & Services (DRS).

**12. If selected to be a student staff member, what responsibilities will I have this academic year?**

Applicants placed on the eligible for selection list are invited to attend the Eligible for Selection Candidate Drop-In event to meet with Residence Life staff to ask questions and learn more about the eligible for the selection process. Applicants selected for an RA/CA role will be expected to attend the Newly Selected Candidate Welcome Event. For specific dates, times, and locations see the timeline above.

