



RA INFO PRESENTATION

For the Fall 2024 Mid-year RA Hiring Process

SELECTION COMMITTEE

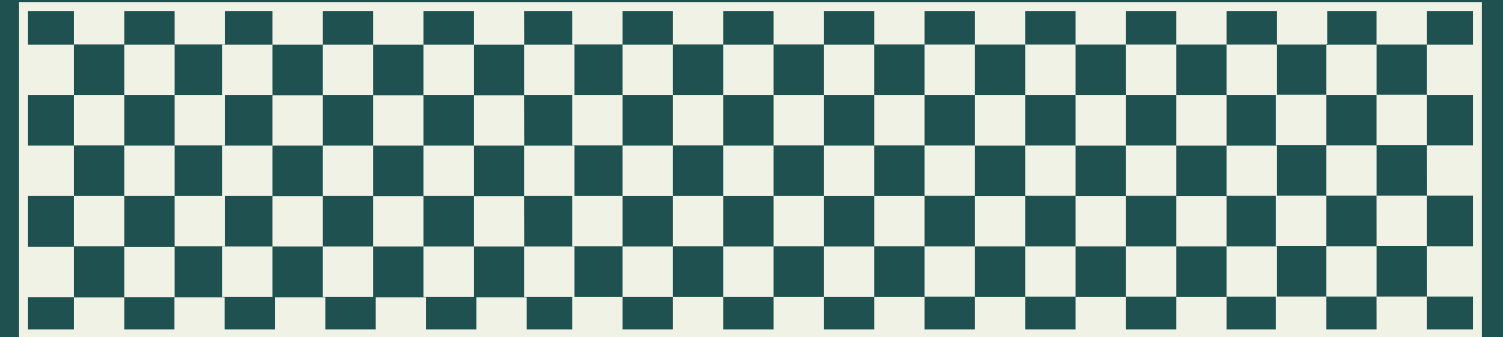
Tristynn Morgan (Search Chair)

- Area Coordinator of Staff Training & Selection
- Contact with questions (Office in North Hedges or tristynn.morgan@montana.edu)

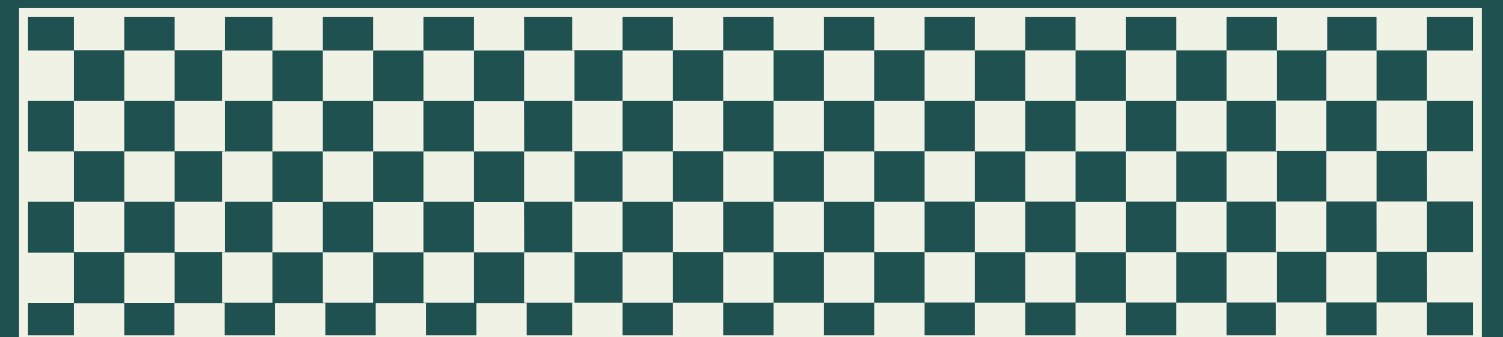
Community Directors

- Located in each residence hall
- Professional Staff Member & Committee Chairs
- Senior Assistant Community Directors, Assistant Community Directors, Resident Advisors will assist in interview & group process

- IT IS IMPORTANT THAT YOU UNDERSTAND THE TIME COMMITMENT OF THE PROCESS
 - KNOW WHAT YOU ARE GETTING INTO
 - AWARE OF WHAT TO EXPECT THROUGHOUT THE PROCESS
- HOPEFULLY THIS WILL HELP RELIEVE SOME ANXIETY WITH THE TRANSPARENCY OF THE PROCESS



**MANDATORY INFO
PRESENTATION TO
REVIEW?**



STEPS OF APPLICATION PROCESS

APPLICATION

- Information Collection Portion
 - Academic Info, Contact Info
- Acknowledgement and agreement of position requirements & qualifications
 - This presentation & the Employment Opportunities page
- 10 supplemental questions - don't wait till the last second!

PAPER SCREENING

- Evaluation of the quality of supplemental question answers
- Evaluation of Resume & Cover Letter
- Verification of position requirements (provided information & our systems)
- Your score on the paper screening process will go into account into moving on to individual interviews & group interviews as well as in the final selection meeting
- Make sure you take your time on the application!

STEPS OF APPLICATION PROCESS

INDIVIDUAL INTERVIEW

- If you pass paper screening
- October 9th - 18th
- You are responsible for signing up with your assigned Community Director, will happen online with a variety of time slots, if provided times don't work for you- reach out to Tristynn

GROUP INTERVIEWS

- Will take place October 22nd from 7-10PM
- Multiple small group exercises that will be observed by our selection committee members & student staff
- Participate & make sure you are interacting. You will be scored!

STEPS OF APPLICATION PROCESS

DECISIONS

- Decisions/Tentative placement will come out either the second or third week of November
- All parts of the process require attendance
- Extensive process ensures a good match for both of us, best way to get the most qualified RAs
- Limited positions in limited halls across campus
 - Positions will also open up later in the semester based on teaching, nursing, and study abroad decisions that come out in late November and early December
- Candidates will either be selected, pooled or denied. I
 - If you are pooled, you will be able to skip the individual interview process in the Spring 2025 process if you chose to reapply.

ABOUT RAS

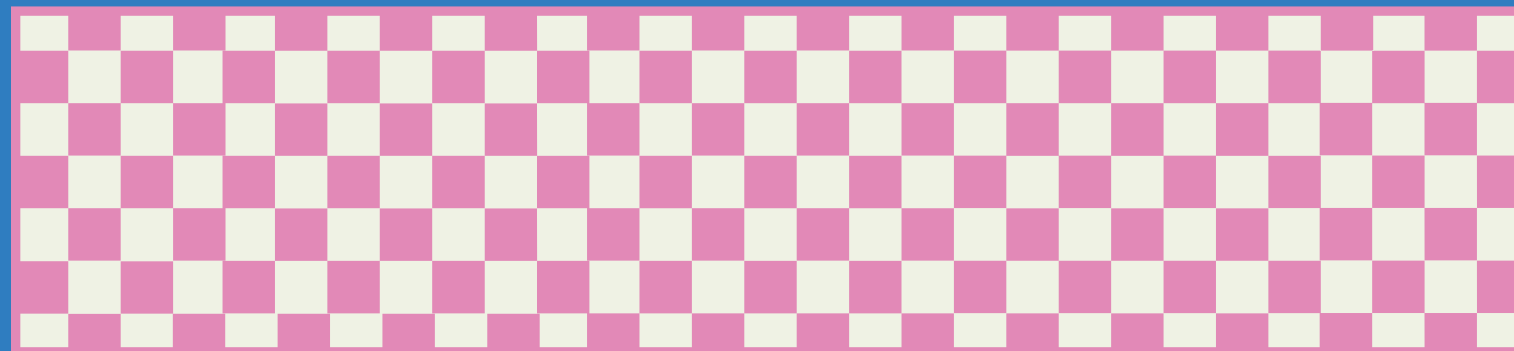
2.6 cumulative & semester GPA at time of application

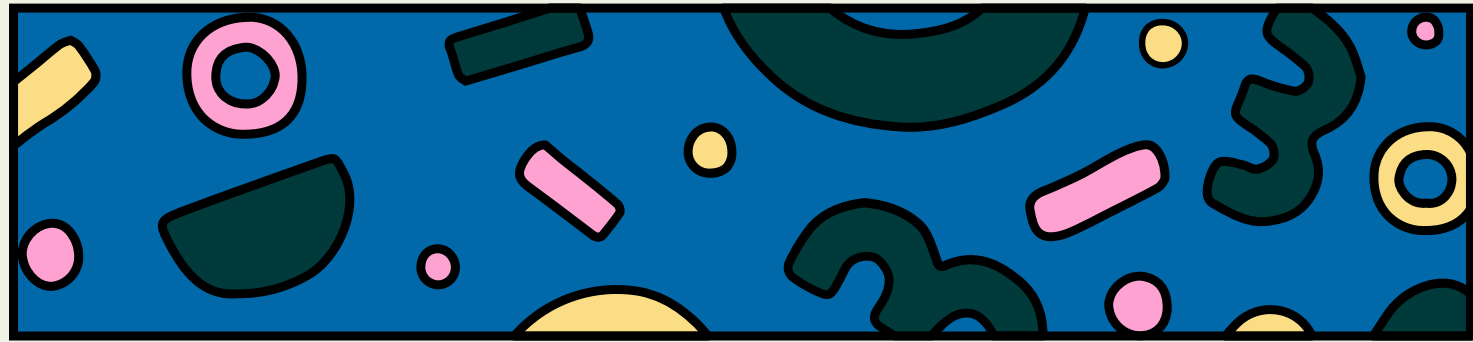
- 1 semester at MSU at time of hire
- 1 semester of group living at time of hire

COUPLE OF THINGS TO KNOW ABOUT THE JOB, SO THERE ARE NO SURPRISES!

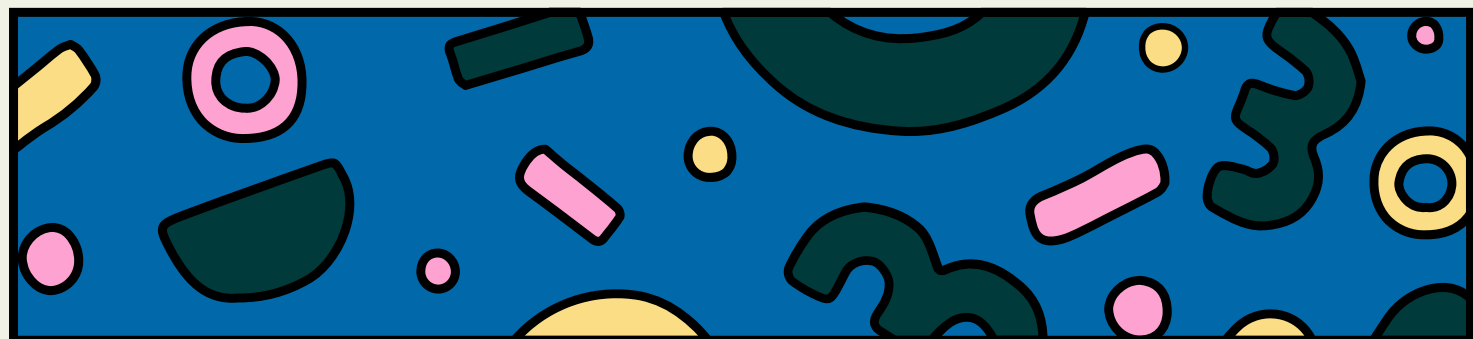
- 12 credit hours completed at time of hire
- Credit limit of 16 hours per semester

- 10 nights away per semester
- \$100 stipend a month





CRITICAL DATES



COMMON DATES

Days with potential for high quantity of conduct (Gold Rush, Homecoming, Halloween, etc)

PLANNING

Given the whole years dates in advance so you can plan for them, in hall from 5 pm-8 am

TRAINING

Learn how to be an RA and connect with staff, little to no exceptions - Starts January 8th

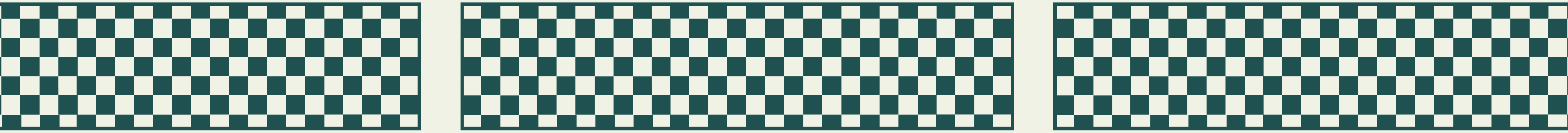
ASSIGNMENTS

Assignments are completed during training such as Title IX, mental health videos, and more.



SITUATION RESPONSE

We are going to go over some situations you will most likely respond to while on-call. This is not to scare you but to help you understand the expectations we will have for you to make sure you are comfortable in what this role is before you apply!



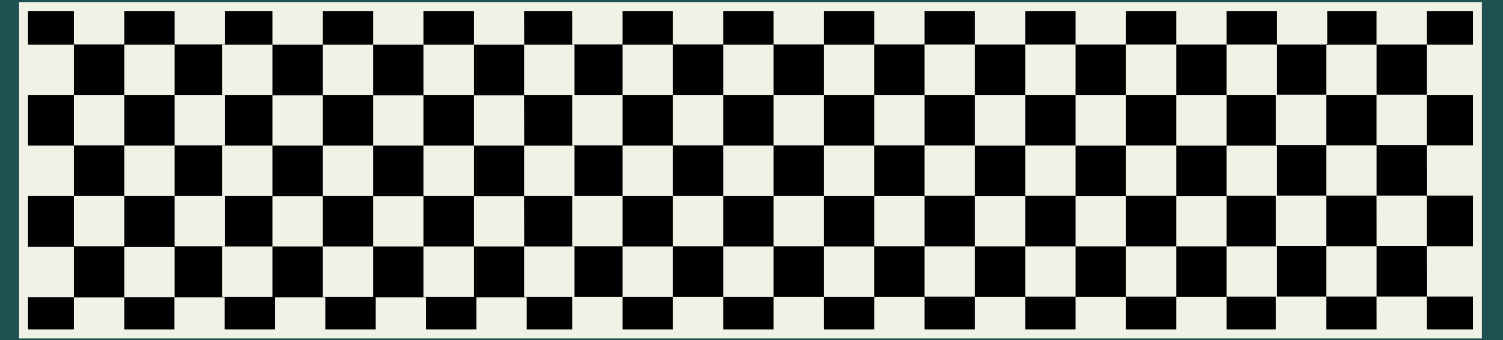
Diversity

It is your job to create an inclusive community, be willing to learn about differences - you may run into situations where a student identity is involved or targeted

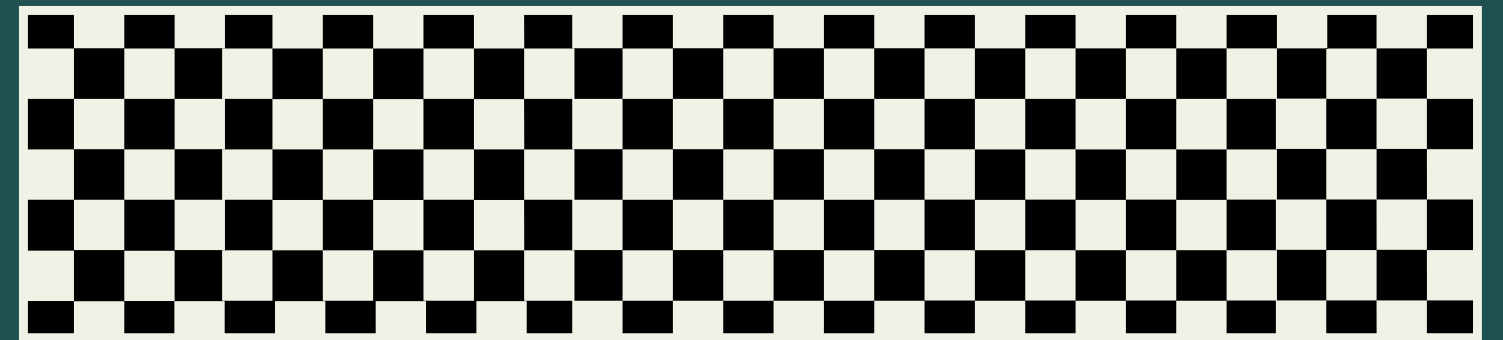
Students of Concern & Interpersonal Violence

Although you will most likely to be the first to interact in these scenarios, you are not alone. RAs aren't therapists, they are there to provide resources, prioritize yourself always & call Senior Staff!

Academic Concerns



**SITUATION
RESPONSE**



Drugs/Alcohol

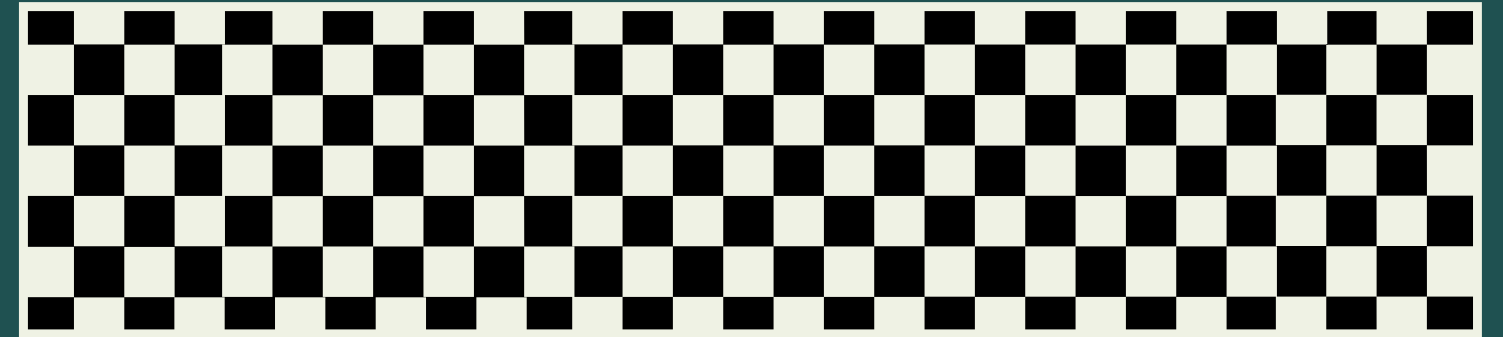
RAs will occasionally encounter intoxicated/inebriated residents due to drugs or alcohol. In many of these cases you will work with Senior Staff or UPD.

Belligerent Residents

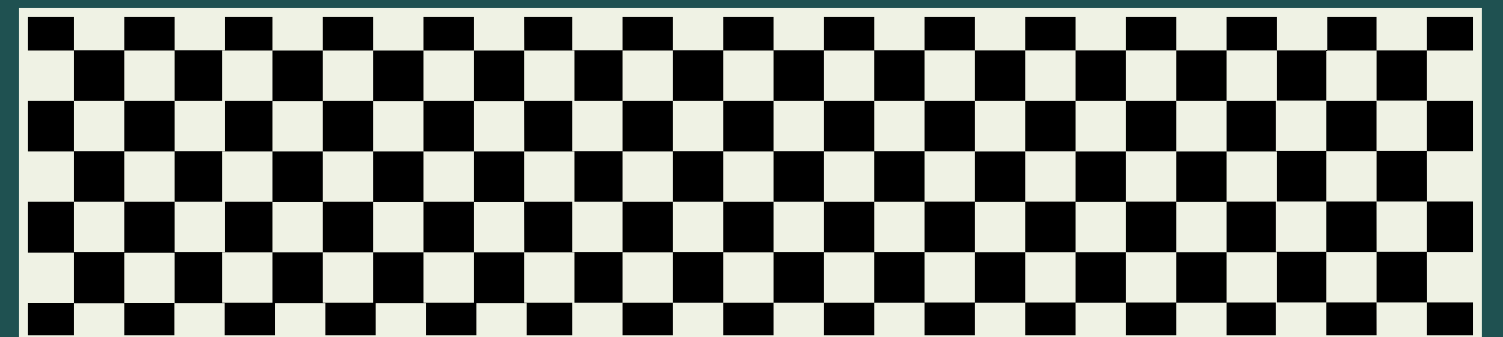
Again, as an RA, there will be situations in which you interact with belligerent or non-compliant students but there will also be extra support as need!

Supports

When in doubt- Call Senior Staff!!



**SITUATION
RESPONSE**



OUTSIDE WORK?



DESK SHIFTS

Front desks of the halls often have open shifts, you can work up to 5 hours

STUDENT FIRST

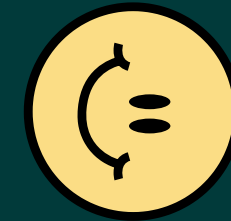
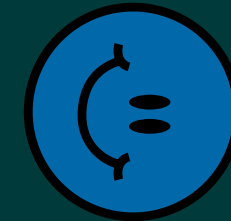
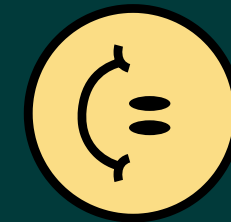
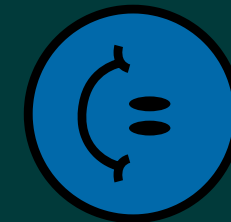
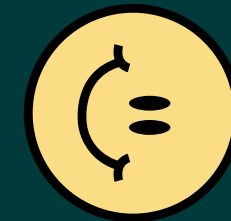
You are a student first, and an RA second, focus on your success

HOURS LIMIT

RAs can not work more than 5 hours on-campus, outside jobs do not have hours dictated

TIME MANAGEMENT

Managing your responsibilities is very important in this role!



BUCKETS OF RESPONSIBILITY

1

Relationship
Building &
Community
Development

2

Programming &
Administrative
Tasks

3

Student Support &
Follow-Up

4

Crisis & Conduct
Management



RELATIONSHIP BUILDING & COMMUNITY DEVELOPMENT

DOOR DECS

Complete 4 sets of door tags for your residents, give new ones as new ones move onto your floor - get creative!

BULLETIN BOARDS

Create a bulletin board each month, provide relevant information to your residents (winter safety, alcohol education, academic resources, etc.)

OFFICE HOURS

6-8 pm in a common area of your community when on-call to provide any aide residents may need (share upcoming events, answer questions)



PROGRAMMING & ADMIN TASKS

PROGRAMMING

Support resident success and involvement, partner with campus resources (AYCSS, Outdoor Rec., Smarty Cats), Hall Council, Hall Active/Passive

BUILDING MANAGEMENT

Occupancy paperwork (residents moving in/checking-out), work orders, early alert letters, conduct reporting forms, etc.

COMMUNICATION

MSU and USH use Microsoft, become much more confident in Outlook calendar skills, GroupMe, Admin trackers



STUDENT SUPPORT & FOLLOW-UP

CARE REFERRALS

Submitted to notify Dean of Students/campus resources of anyone you think may need additional support, completed following difficult on-call situations for both resident(s) involved and RAs

INTENTIONAL INTERACTIONS

Touching base with residents following conduct situation/meetings, roommate relationships, general check-in on academics/college experience as assigned by Community Directors



CRISIS & CONDUCT MANAGEMENT

ON-CALLS

Rounds of the building to ensure safety & security, check inside/outside of halls, always have an on-call partner (never responding to a situation alone), respond to incidents/complaints/emergencies. Vary based on community.

CRISIS RESPONSE

A lot of the time an RA will be the first on scene in a crisis or emergency situation, to manage crowds, support the resident, and reach out to support services. There will always be help on the way and we will practice on how to respond during training.

ADDITIONAL BENEFITS OF THE ROLE

- Work with people you may have never met/worked with
- Learn how to respond to emergency situations (calling 911, working with first responders, crowd control)
- Time management skills with tasks that vary each week
- Early course registration after 1 semester in position
- Potential for summer storage in your hall
- Great work experience! The RA job is applicable to anything & looks great on a resume!

INTERVIEW

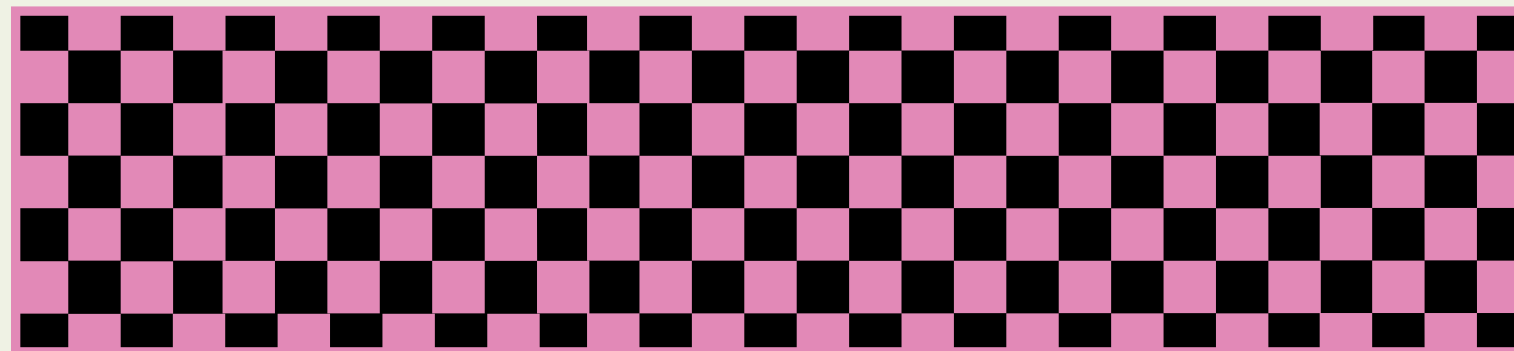
Answer all questions fully!
Ask them to repeat it if necessary!

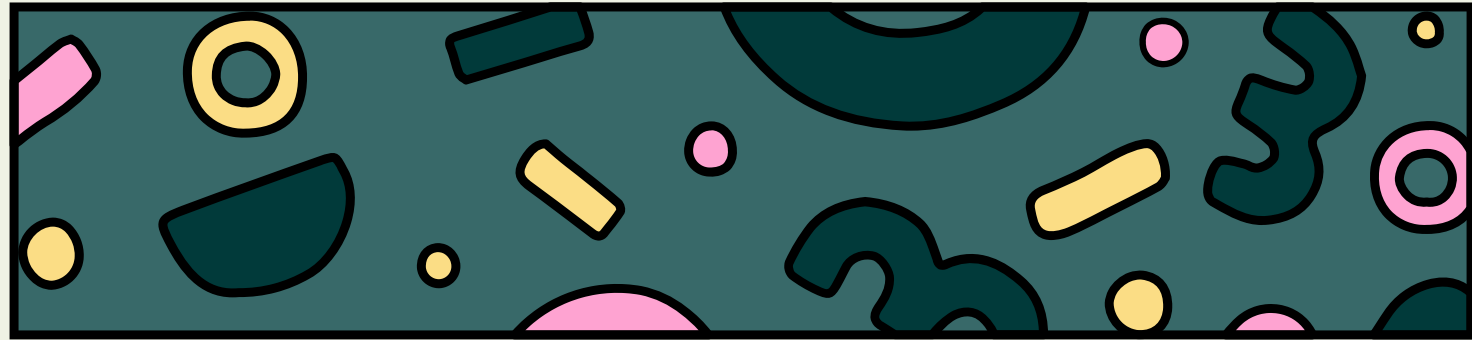
Come with questions for RAs & CDs in your interview!

TIPS FROM OUR CURRENT RAS WHO HAVE ALREADY DONE IT!

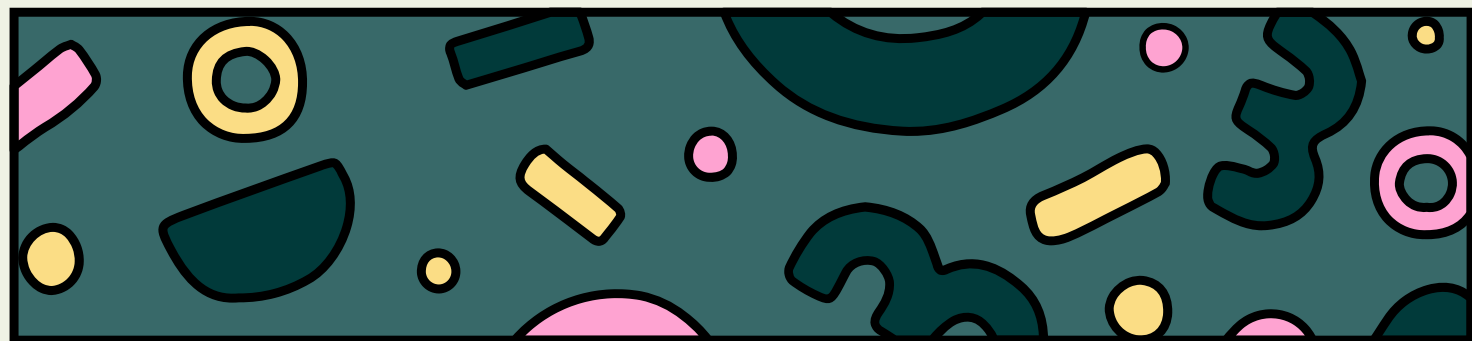
Learn about the RA role. Come with examples that highlight your skills!

Be mindful of time! You don't want to be too short or too long.





WHAT DO
WE NEED?



POSITIONS OPEN


We have 5 confirmed positions available out of 123 RAs across campus (still waiting on numbers from nursing, teaching

NO 1 PERFECT RA

Looking for VERY different people- could be like/unlike your own RA

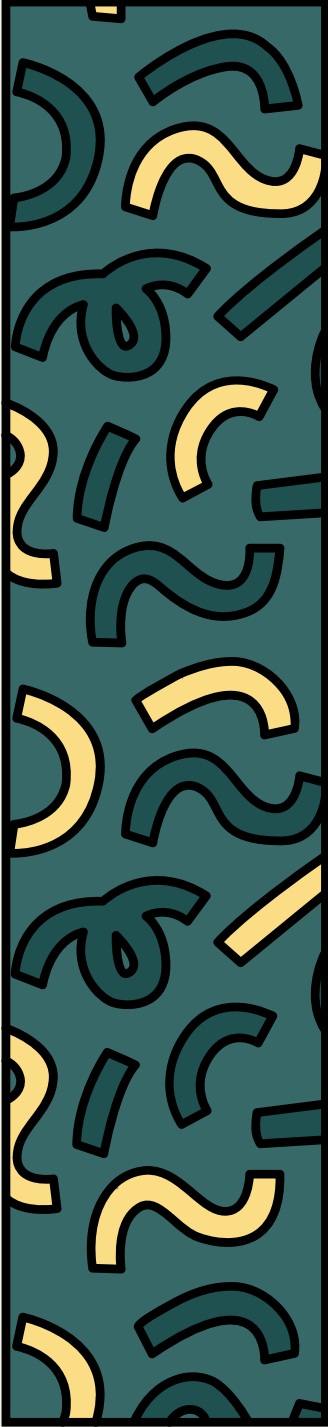
LEADERSHIP

Leadership is not one personality, it is a behavior that you can learn!



IMPORTANCE

RA JOB IS ONE OF THE MOST
IMPORTANT POSITIONS ON CAMPUS!
We need different personalities to fit
the different needs of our residents!



BUILDING PLACEMENT

PROCESS

Lots of things taken
into account!

1. Supervision needs & fit!
2. Staff dynamic - Other RAs & ACD
3. Building needs & personality -
Conduct/Resident Population/Floor
Partners/LLCs
4. Preference of candidate

