

# RA INFO SESSION CHECK-IN @ FRONT

Tell the staff for your availability for **any/all you can attend** of group interviews.

**Group Interview 1:** Wed, Feb 18th, 6:30-9:30 PM

**Group Interview 2:** Thurs, Feb 19th, 6:30-9:30 PM

**One Day, Six Weeks (2-4 March > 13-15 April)**

RA Class 1: Mondays 4:30-6 PM

RA Class 2: Tuesdays 4:30-6 PM

RA Class 3: Wednesday 4:30-6 PM

WELCOME APPLICANTS

RA INFO  
SESSION

SPRING 2026

# INTRO TO TEAM

## **Tristynn Morgan (Search Chair)**

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

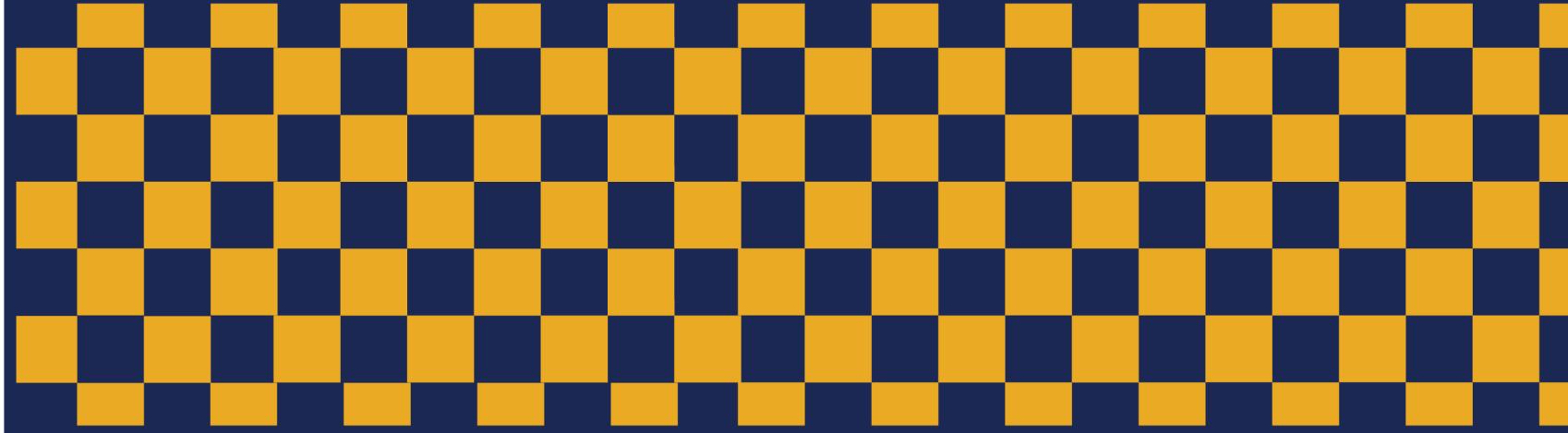
## **Community Directors (CDs)**

- Manage residence halls/Supervise RAs
- Professional Staff Member & Committee Chairs

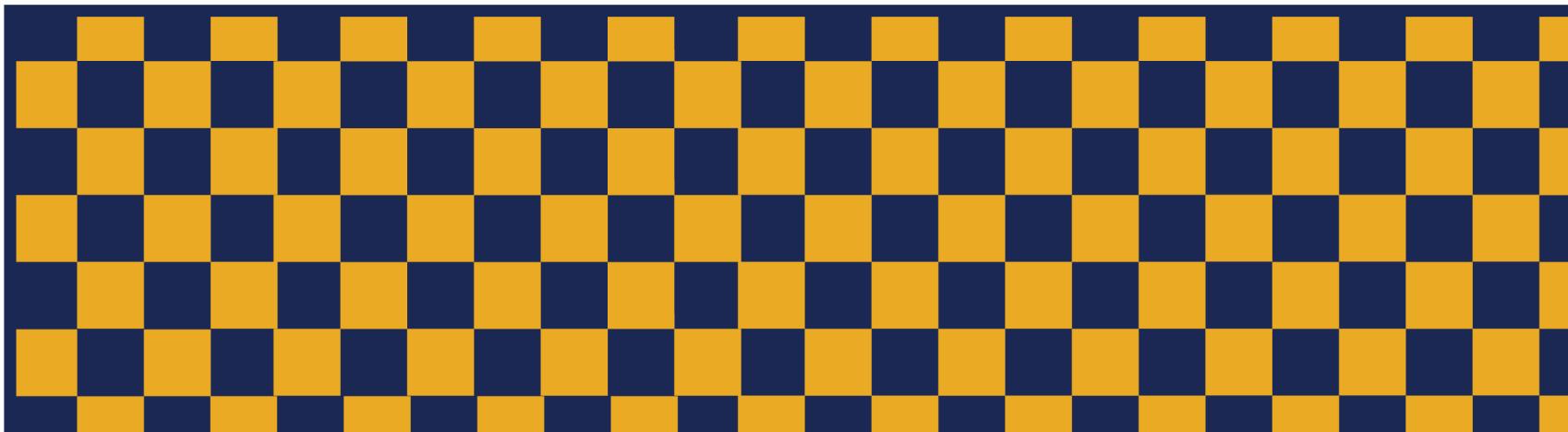
## **Student Staff**

- Current Senior Assistant Community Directors (SACDs), ACDs, Resident Advisors

- IT IS IMPORTANT THAT YOU UNDERSTAND THE TIME COMMITMENT OF THE PROCESS
  - KNOW WHAT YOU ARE GETTING INTO & WHAT TO EXPECT
- RELIEVE ANXIETY WITH TRANSPARENCY



# MANDATORY INFO SESSION?



# STEPS OF APPLICATION PROCESS

## **APPLICATION - JAN 13<sup>TH</sup> @ 12PM - SAT JAN 24<sup>TH</sup> @ 11:59 PM**

- 1. Information Collection Portion
  - Academic Info, Contact Info
- 2. Acknowledgement and agreement
  - This presentation, the Staff Employment page, position requirements
- 3. Supplemental Questions
  - Should be 3-5 sentences EACH (not 2, not 12) - don't wait till the last second!
- Hard deadline
- 1<sup>st</sup> Big Cut

## **PAPER SCREENING - JAN 25<sup>TH</sup> - 26<sup>TH</sup>**

- Quality of supplemental question answers & information portrayed in them
- Position requirements
- Completion of application (provided info & our systems)

# STEPS OF APPLICATION PROCESS

## INDIVIDUAL INTERVIEW - JAN 28TH @ 12PM (YES/NO)

- Interviews - Jan 30<sup>th</sup> @ 12 pm - Feb 11<sup>th</sup> @ 8 pm
- You are responsible for signing up with your assigned CD via an emailed link
- If provided times don't work for you- reach out to CD first then Tristynn if needed
- 30 min interview -45 min timeslot
- Weekends & After 5 PM. Interview committees for staff.

## GROUP INTERVIEWS - FEB 13<sup>TH</sup> @ 12PM (YES/NO)

- Sessions (attend 1) - Feb 18<sup>th</sup> & 19<sup>th</sup> - 6:30PM-9:30PM
- Participate & engage in multiple small group exercises that will be observed by our selection committee members & student staff
- You will **be assigned one of these dates** based on the availability you provided today
- 2nd Big Cut

# STEPS OF APPLICATION PROCESS

## RA CLASS - FEB 27<sup>th</sup> @ 12PM (YES/NO)

- Free, 1 credit - 400 level class
- Begins MAR 2,3,4 ends APR 13,14,15
- You will attend RA class once a week (Mon, Tues, Wed - 4:30-6PM)
- 6 class sessions - half professional development, half preparation for the RA role
- Class Check-In Meeting - Mar 27<sup>th</sup> - Changes in dynamic, observer, ways of engaging

## DECISIONS - APR 27TH @ 12 PM (POSITION OR POOL OR NO)

- All parts of the process are required & will be considered in selection
- Secondary Decisions - Will happen as we receive notice (no exact date). Different timelines nursing, teaching, grades, study abroad

# STEPS OF APPLICATION PROCESS

## **NEW STAFF MEETING/POOL MEETING -APR 28<sup>TH</sup> & 29<sup>TH</sup> @ 6PM**

- Pool - 28<sup>th</sup>, New 29<sup>th</sup>
- Chance to meet Fall 2026 Staff & (Potentially) Supervisor
- Collect & provide information for and about training & upcoming semester

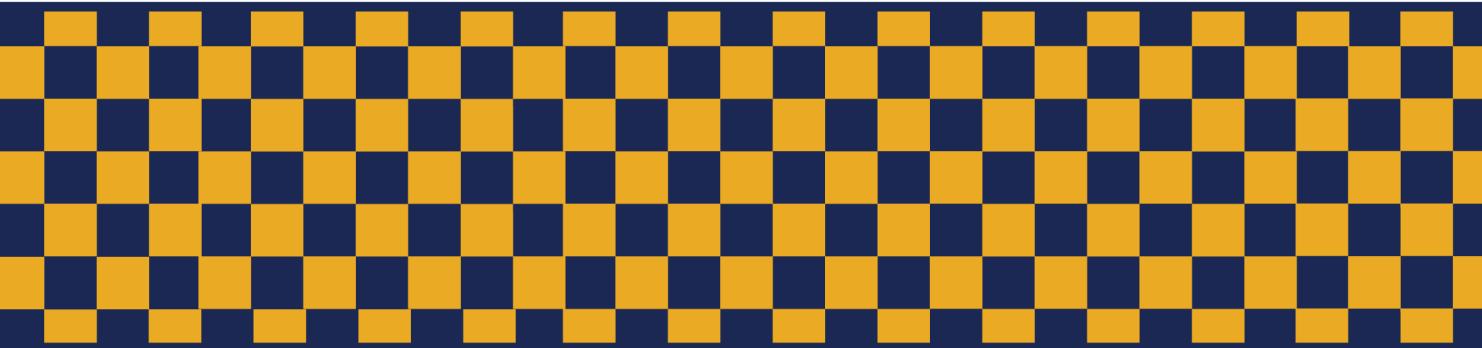
**All communication will come through your student email. Bulk communication will not send from an MSU account to any non-MSU email.**

## **FALL 2026 RA CLASS**

- Once a week, 1.5 hours (time TBD, before registration)
- Required for all incoming Fall 26 RAs
- Ongoing training
- Potentially more than one section (dependent on # of RAs)

2.6  
cumulative  
GPA or higher  
at time of  
application &  
maintained

# ABOUT RAS



1 semester at  
MSU at time of hire  
  
1 semester of  
group living (in  
residence hall) 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  
1st semester then  
18 every other

10 nights away  
per semester  
  
\$100 stipend a  
month

# CURRENT RA TESTIMONIALS





# CRITICAL DATES



## COMMON DATES

Days with potential for high quantity of conduct (Gold Rush, Homecoming, Halloween, etc). Breaks, All Campus Meetings & Transition times for students.

## PLANNING

Given the whole years dates & times in advance so you can plan for them. Halls can differ due to size.

## TRAINING

Learn how to be an RA and connect with staff, little to no exceptions. Starts August 9th @ 12 PM

## ASSIGNMENTS

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

<b>Fall &amp; Spring Breaks</b>	<b>Restricted Dates</b>		
<p>As all residence halls will be open during both Thanksgiving and Spring Break, we will solicit interest for both RAs/ACDs and desk clerks to work for pay during these times. Half staff will stay to transition the building to break coverage and be allowed to return late; half staff will be allowed to leave early and return early to transition building back from break coverage. Groups will rotate at Spring Break.</p>	<p>In addition to the nights away restrictions listed above, there are additional days where we need all staff present. For the days listed below, half the staff is needed to cover the building each night. This means you will be providing extra coverage in your building and time away will not be granted.</p>		
Fall Group A Leaves	November 22nd @ 12PM	Gold Rush	September 5th-6th
Fall Group B Leaves	November 23rd @ 8AM	Homecoming	September 26th-27th
Fall Group A Returns	November 30th @ 12PM	Halloween	October 31st-November 1st

# SITUATION RESPONSE

**There are situation examples that RAs most commonly respond to.**

This is not to scare you but to help you understand the expectations we will have for you to make sure you are ready/able before you apply!

# Diversity

You may run into situations where a student identity is involved or targeted. It's the RA's job to create an inclusive environment & support. You must be willing to learn.

## Students of Concern & Interpersonal Violence

RAs are usually the first to interact in these scenarios. RAs aren't therapists, counselors, etc. They are there to provide resources not be them. Prioritize yourself always & call up.

## Academic Concerns

The first year of college is hard. RAs frequently support students through advice, resources, study groups, major changes/decisions, and more.

# SITUATION RESPONSE

# Drugs/Alcohol

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

## Belligerent Residents

There will be situations in which you interact with belligerent or non-compliant students, whether due to alcohol, frustrations, stress, or more. Again, there will be additional support provided as needed.

## Supports

When in doubt RAs Call Up. There are always 3 levels of more trained/professional staff to support & provide guidance.

# SITUATION RESPONSE

# OUTSIDE WORK?



## DESK SHIFTS

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

## HOURS LIMIT

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

## STUDENT FIRST

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

## TIME MANAGEMENT

Managing your responsibilities is very important in this role



# BUCKETS OF RESPONSIBILITY

1

Relationship  
Building &  
Community  
Development

2

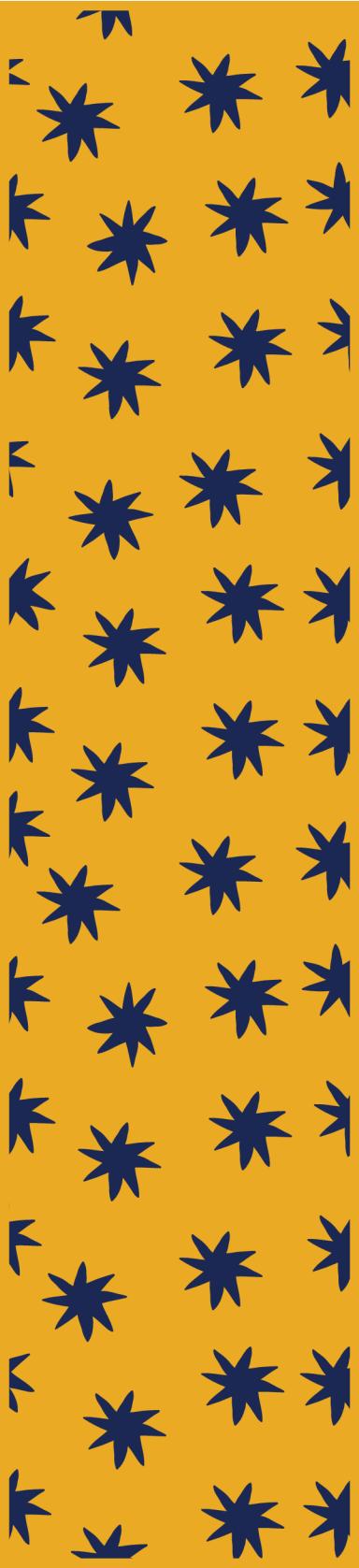
Programming &  
Administrative  
Tasks

3

Student Support &  
Follow-Up

4

Crisis & Conduct  
Management



# RELATIONSHIP BUILDING & COMMUNITY DEVELOPMENT

## DOOR DECS

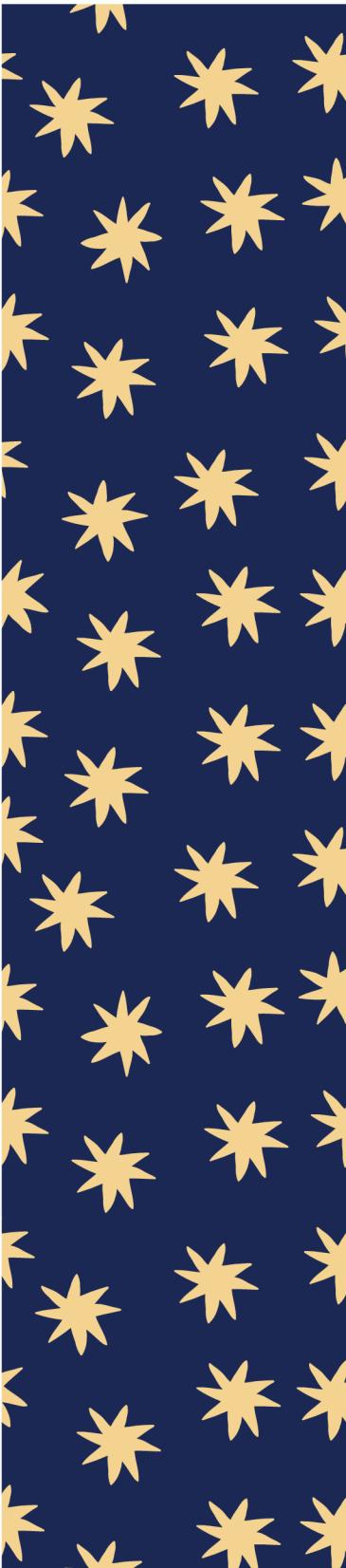
Complete 2 sets of door tags for your residents, give new ones as new ones move onto your floor - get creative! Due dates given in advance

## BULLETIN BOARDS

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

## DROP IN HOURS

6-8 pm in a common area of your community during your on-calls 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. Scheduled.

## BUILDING MANAGEMENT

Occupancy paperwork (residents moving in/checking-out), work orders, early alert letters, conduct reporting forms, room changes/conflict, temp spaces 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
- The RA job is applicable to anything & looks great on a resume
- Leadership & Professional Development Opportunities

# BACK TO TRISTYNN



# **IMPORTANCE**

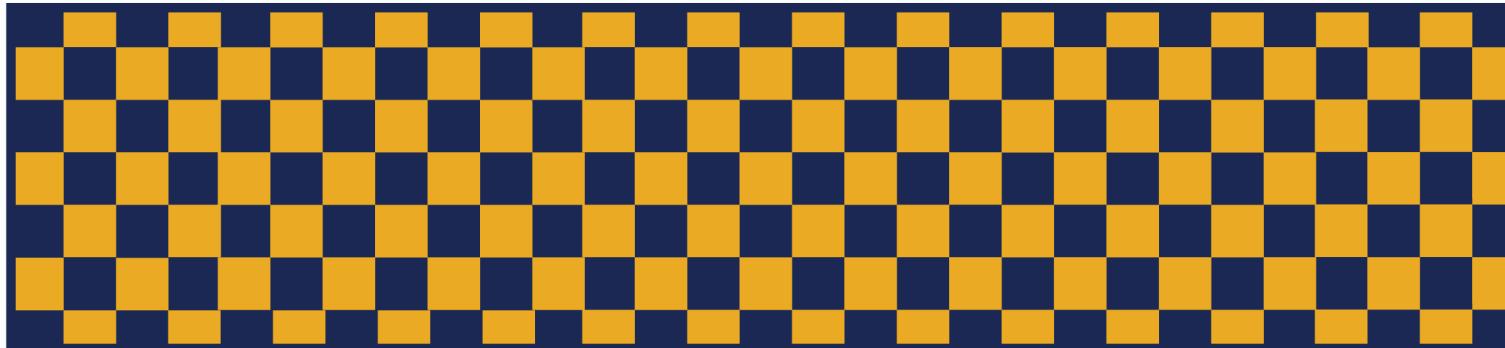
**WHY DO WE HAVE SUCH  
A LONG & EXTENSIVE  
PROCESS?**

**THE RA JOB IS ONE OF  
THE MOST IMPORTANT  
POSITIONS ON CAMPUS**

Answer all questions fully! There are many parts. Ask to repeat if needed

Learn about the RA role. Come with examples that relatable skills.

# INTERVIEW TIPS



**BE PROFESSIONAL!**  
BE MINDFUL OF LANGUAGE, WEAR WHAT YOUR COMFORTABLE IN, BE WARY OF EXISTING RELATIONSHIPS

Come with meaningful questions for RAs & CDs in your interview!

Be mindful of time! Don't be too long or too short. You will be cut off.



# POSITIONS OPEN

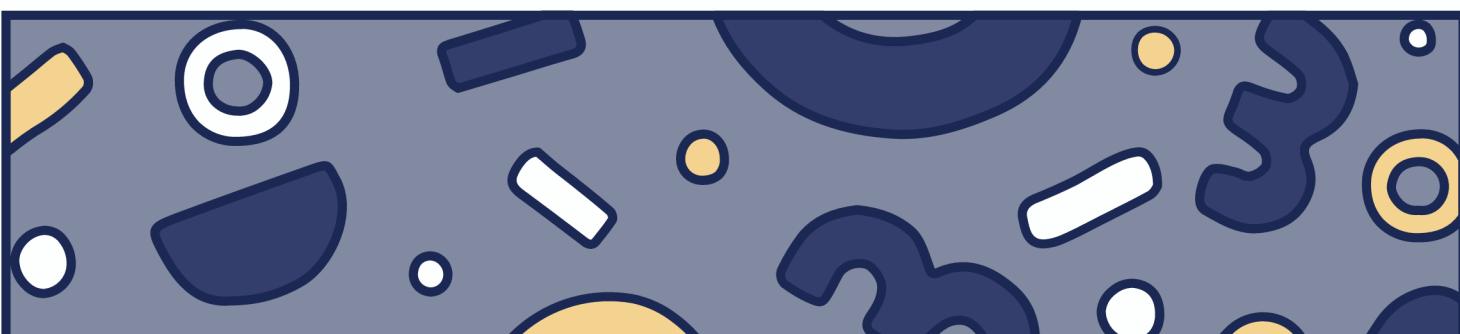
120 student staff on campus, 107 RAs, Typically 30 positions, Waiting on returner process, study abroad, nursing, teaching, etc.

## 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!



# BUILDING PLACEMENT

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

# THANK YOU!

## Group Interview

Feb 18<sup>th</sup> & Feb  
19<sup>th</sup> @ 6:30-  
9:30 PM

## Contact Info

Tristynn Morgan  
tristynn.morgan  
@montana.edu

## Check-In

Make sure you  
sign-in & provide  
availability for  
Group Interview  
Times

## RA Class

Mar 2,3,4 to Apr  
13,14,15  
Mon, Tues, Wed  
4:30-6PM