So You Want to Be a RA in a First-Year Area or Upperclass Apartments...

Please use this as your guide to becoming a First Year or Upper Class RA at the University of Virginia for the 2012-2013 Academic Year. If you are interested in becoming an RA in a Focused Area, please refer to the Focused Area Guide that can be found at www.virginia.edu/residence life.

If you have any questions, please email selectionsuva@gmail.com
ELIGIBILITY

I’m a first year student. Can I apply?

Yes, if you are a current first year student at the University of Virginia, you are eligible to apply. You must be in good academic standing as defined by your school of enrollment and meet our minimum GPA requirement of 2.0. Grades checks are conducted for all applicants before interview offers are extended. Rising first-year students (students currently in high school) are not eligible to apply.

I am a graduate student. Can I apply?

Graduate students with residence life experience at another institution need to have been enrolled at UVA for at least one year to be eligible to apply for a position in Upperclass and Focused areas. The only graduate students who can also be placed in first-year-only areas are those finishing the last year of their 5 year UVA Master’s Program. Exceptions will be considered on a case-by-case basis determined by staffing needs.

I am an international student. Can I apply?

Absolutely- we welcome your application. Most international students have a visa status that allows them to work on-grounds. We encourage you to check with the International Studies Office if you are unsure.

I am thinking about studying abroad next year, can I still apply to be an RA?

Yes. Typically students who are offered an RA position for the year they intend to go abroad will defer their spot for a year since eligibility requirements state RAs must be enrolled for the entire year.

If I was previously an RA but went abroad for a semester and want to be an RA again, do I need to re-apply for the position?

No, you do not need to re-apply, but you do need to let the Assistant Dean of Students, Vicki Gist (vgist@virginia.edu) know that you intend to re-claim a position before the Spring Semester. Re-appointment is not guaranteed, and is subject to review of previous performance.
APPLICATION PROCESS

What is the application process like?
Candidates are required to complete an application on the @UVA Network. You will be required to submit a completed recommendation form and a resume. Be aware of the due dates for these materials, which can be found at the end of this document. The link to the application can be found at www.virginia.edu/residencelife.

How Do I access the application on @UVA?
Visit www.virginia.edu/residencelife. Click on “Employment” in the top left corner of the page. Click “Submit Application on-line using @UVA”. Log-In using your computing ID, click “Join Organization”. Once you are approved, you will have access to all application materials when they are activated.

How many openings are there?
This number depends every year on the amount of current RAs who graduate or decide not to come back to the program. Unfortunately, there is no way to predict this from year to year.

How many people usually apply?
Over the past few years we have gotten well over 400 applications.

I attended an information session during the fall semester; do I need to attend another one?
All of the information sessions cover the same information—you only need to attend one of the sessions.

Can someone other than a current Resident Advisor complete a recommendation form for me?
Anyone who can speak to your potential success as a Resident Advisor can complete your recommendation form.

Will there be any opportunities for me to get assistance with writing a resume?
Resume writing assistance materials are available on our website or through UCS and we encourage you to use these resources.
INTERVIEW PROCESS

After submitting your complete application, the next step in the process is to participate in a group interview and an individual interview.

What should I expect and how should I prepare for the group interview?

Group Interviews will take place on February 19, 2012 in New Cabell. The group interview lasts approximately an hour and a half. You will interview in front of current members of Resident Staff in a small group of other RA candidates. As a group, you will work together to address several different scenarios that speak towards your understanding of the Resident Staff program and the role of a Resident Advisor. We evaluate your critical thinking skills in situations commonly faced by RAs.

What should I expect for the individual interview?

Individual interviews will take place February 22-24, 2012 in Newcomb Hall. You will sign up for a half-hour time slot online in early February, and the actual interview lasts approximately 20 minutes. You will interview individually with three current staff members, and you will be asked a variety of questions that speak towards your understanding of the Resident Staff Program and your approach to issues commonly faced by Resident Advisors. We encourage you to dress in a professional manner for the individual interview.

How should I prepare for the interview process?

There will be an Interview Techniques Workshop on February 13, 2011 (location TBA). You can best prepare by reviewing the Mission and Purpose, Core Values, and Philosophy of Residence Life, found at www.virginia.edu/residencelife. You may also speak to current RAs about their understanding of the role of a Resident Advisor and the values of the Residence Life Program. While the resident advisors cannot provide you with specific interview questions, they can provide you insight into what it’s really like to be an RA. Having a solid understanding of the position and the program will help a lot in formulating your responses to the interview questions.
NOTIFICATION AND PLACEMENT

How will I know if I get a position?

You will receive official notification via your UVA email address by the end of Spring Break 2012 informing you of whether you have been offered a position, alternate status, or have not been selected for staff. Please be sure to include your UVA Computing ID/email address when you apply, or that your UVA email is forwarded to the email account you regularly use so that you do not miss this notification.

What does it mean if I’m chosen to be an alternate?

Alternates who accept “alternate status” will be placed in an alternate pool and will be notified if a position becomes available. More information will be available to alternates when offers are made.

What are the expectations once I am hired?

New RAs are required to attend mandatory orientation events in early/mid April. Specific dates and times for these sessions will be available when offers are made. Resident Advisors must arrive for a mandatory training program (called O-Week) no later than August 17, 2012. No exceptions.

How will I be placed in a position?

If you receive an offer of employment, you will be placed in either a First-Year or Upperclass Area. Senior Residents (SRs) will compile their staffs in late March and once they select their RAs, you will receive an email from your SR notifying you of what building you will be living in.
REMUNERATIONS

What are the remunerations?

RAs receive a furnished single room rent-free during the term of employment, Resident Staff Meal Plan (50 meals per semester, no plus dollars), and all utilities. Compensation for the cost of your housing as well as your meal plan will be made through SIS. You may upgrade your meal plan, but you will be responsible for paying the difference.

What if I’ve already signed a contract to live somewhere else?

If you signed a contract for on-grounds housing and accept a position on Resident Staff, you will be released from your housing contract and your deposit will be refunded. If you have signed a lease for off-grounds housing, you will need to work with the property manager to determine whether/how you can be released from that contract.

Will being an RA affect my financial aid?

Compensation through the Resident Staff program may change your financial aid package. We encourage you to speak with someone from Financial Aid to understand how your package may be impacted. You may email faid@virginia.edu with your questions or concerns.
IMPORTANT DATES

11/29: Erns Commons 233, 7 PM, Fall Information Session
12/5: Minor 125, 6 PM, Fall Information Session
1/19: Clark 108, 7 PM, Spring Information Session
1/23: Newcomb Kaleidoscope Room, 7 PM, Spring Information Session
1/27, 11:59 PM: Full Application Due
2/7: Group & Individual Interview Sign-ups Begin
2/13: Interviewing Techniques Workshop, Location TBA
2/19: Group Interviews, New Cabell
2/22-24: Individual Interviews, Newcomb Hall
BY 3/9: Offers extended
3/16: Acceptances due