**Selection Process**

*Our selection process here at MSU is meant to identify the most qualified candidates. We believe our selection process is both educational and unique, providing personal development opportunities to all applicants.*

**Timeline**

*All Applicants MUST participate in each of the following steps to be considered for a position.*

**Info Sessions:**

We ask all that all interested applicants attend one of the following information sessions. These sessions will last no longer than an hour and a half and you must stay for the entire presentation to receive credit for attending. The information session will provide more details on the application process, RA job description, and will be a time for you to ask any questions you may have. Attending an information session does not obligate you to apply for a position.

* RA Application Opens: Thursday, January 18th
* January 22nd @ 7:00pm, Hapner Hall
* January 23rd @ 7:00pm, North Hedges Hall
* January 24th @ 7:00pm, Hyalite Hall
* January 25th @ 7:00pm, Yellowstone Hall
* January 26th @ 7:00pm, Langford Hall
* RA Applications Due: Sunday, January 28th
* **First RA Letter (Delivered to email)**: Thursday, February 1st —This tells you whether you’ve made it past paper screening
* **Individual Interviews**: Wednesday, February 7th - Wednesday, February 21st
* **Group Interview Days**: Friday, February 23rd – 7PM – 10PM & Saturday, February 24th – 9AM – 12PM (You will need to attend ONE of these sessions)
* **Second RA Letter Delivered**: Wednesday, February 29th —*This tells you whether you made it to RA Class*
* **RA Class**: Every Monday (8:00AM – 9:30AM) or Every Tuesday (4:00PM – 5:30PM) or Every Wednesday (4:00PM – 5:30PM) starting March 4th – April 17th (You will attend 6 sessions of one of the class times - Monday/Tuesday/Wednesday)
* **Final RA Letter Delivered**: Sunday, April 26th by 5pm
* **New Staff Meeting**: Sunday, May 5th

**Eligibility**

* 2.6 semester GPA and cumulative GPA
* 1 Semester at MSU
* 24 credits
* 1 Semesters of living on-campus
* Must be available to return for Fall Training by early August \**If you cannot return by this time, please do not apply for the position. If you have special circumstances, please talk to Tristynn Morgan*
* Applicants must be in good standing (conduct, attitude, participation, and academics) with the University and University Student Housing

Freshman and Transfer students are more than welcome to apply to be an RA, even if you don’t meet the minimum qualifications, but please understand that you may be screened out and candidates meeting the minimum qualifications are given preference over those who do not.

**Frequently Asked Questions**

Q: How do I become a Resident Advisor? What do I do and when?

A: You are taking the first steps! Read through the entire site and if you still have questions, contact Tristynn Morgan, at tristynn.morgan@montana.edu or by calling 406-994-4557.

Q: What are the qualifications to be an RA?

A: You must have a 2.6 Cumulative GPA, 1 semester at MSU, have successfully completed 24 credits and have lived on-campus for 1 semester. In addition, attendance at an information session is mandatory to be considered for interview.

Q: Do I get paid as an RA?

A: Compensation for the RA job includes a room, inclusive of a 7-day meal plan, $100 stipend a month, and pre-loaded CatCash. RAs may work up to 5 hours at any front desk or on-campus for an additional stipend.

Q: Is there a credit limit for RAs?

A: RAs must take at least 12 credits (full-time status) and may not take more than 16 without exemption (as a new RA, 18 credits for returners)

Q: What does a typical week look like for an RA?

A: As an RA you will have standing commitments like a weekly 2-hour staff meeting, weekly supervision meeting, an advisory committee, weekly and monthly programs, office hours, and all-campus staff development meetings. RAs are expected to be on their floors 4 nights a week or more depending on the community's needs. Each community is different and may require different contributions from the RA, but typically RAs spend 10-15 hours each week attending meetings, planning, and executing floor events and team programs.

Q: What are you looking for in a Resident Advisor?

A: The Department of University Student Housing is looking for students who are not only responsible, self-motivated, and able to model strong leadership, but also who are excited to help develop students. We are looking for students who have good time management and administrative skills and are looking to be challenged. Although not a requirement, we prefer students who are knowledgeable about MSU and living on campus.

Each candidate is evaluated not only on their application and whether or not they meet all of the minimum qualifications, but also on their ability support the mission of University Student Housing and Auxiliaries Services. Primarily, we will consider an applicant’s leadership skills, open-mindedness, ability to work in a team setting, appreciation for diversity, academic major and outside commitments, discussion facilitation skills, among other criteria.

All components of the selection process are also taken into consideration. Participation in individual and group interviews, as well as during the RA class will be part of each candidate’s evaluation. It is important to remember that this process, not unlike other interview processes, is competitive. Some individuals will be offered positions, while others may not. We recommend that students focus on preparing themselves to be the best possible candidate they can be. Even if you are not offered a position, we hope that this process is educational, and provides personal growth opportunities.

Q: What happens if I don’t complete part of the selection process or miss a deadline?

A: If you miss a deadline, interview, or cannot attend or complete any part of the RA Selection process you will not be allowed to continue. This is inclusive of your online application and references.

Q: What if I am offered a “Pool” position?

A: A “pool” position means that while we feel you are a hirable, we don’t have position available for you. As pool candidate you are highly encouraged to not only attend the pool meeting at the end of the process, but also set up an individual meeting with the Coordinator of Staff Training and Selection, Tristynn Morgan, to review your application. This meeting will allow for continued communication and feedback. Pool candidates who attend both meetings are then considered to fill any position that becomes available. Candidates who are pooled can choose to remain in the pool, which stays active during the Fall semester. All pooled candidates who wish to be considered for a midyear position, should contact Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu), by October 1st. Although you may be asked to re-interview, this will reactivate your application file.

Q: What if I don’t get selected for a position?

A: You are welcome to reapply during our next selection process, inclusive of midyear RA selection. If you are being a leader on campus and in your hall is still important to you, we encourage you to seek out other opportunities to continue to be involved such as RHA (Residence Hall Association) and the front desk staff.

Q: If I am applying for an RA Position, do I need complete a Housing contract as part of the Returner Priority Selection Process?

A: No, in order to be considered as an applicant, you do not have a housing application on file. However, if you would still like to live on-campus regardless of your success in the RA selection process you are more than welcome to. If you lived on campus during the fall semester, you will not be asked to submit a deposit. RA hire offers will be made at the end of April.

Q: Can I hold a job on/off campus if I am a Resident Advisor?

A: As an RA, you can hold a job on or off campus. If you choose to work on campus, you can work no more than 5 hours a week. For those who want to work off campus, things to take into consideration include, part of the RA position is establishing and continuing a presence in your community throughout the year. Between classes, meetings, and floor events, this can become difficult to do if you also hold another job

Q: If I am an RA, will I have a roommate?

A: As an RA, you will not have a roommate, unless there are extenuating needs in overflow housing. As part of your compensation, you were awarded a single room and board.

Q: What if I am not living in Bozeman, but wish to participate in the RA Selection Process?

A: If you are currently not living in Bozeman please contact Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu), explaining your situation and the reasons why you are not able to fully participate in the selection process. Sometimes accommodation can be made, but in other cases, they cannot. Each case will be evaluated individually.

Q: Can I be involved in athletics, band, student organizations and other activities and still be an RA?

A: These activities or programs tend to take you away from your primary role as an RA, which is to be visible and engaged in your floor/community. Your level involvement and participation in these activities will need to be discussed with your home CD and will require special permission. While we encourage our RAs to be well-rounded, and connected within the hall and MSU community, your involvement in these extracurricular activities may limit your perceived social time, and/or might have to shift due to your responsibilities as an RA. As you decide whether or not to accept a position, please consider the level of involvement you want to have in extracurricular organizations and programs. We hire students as RAs based on their commitment to and understanding of the RA expectations and related responsibilities. If you have questions or concerns, be up front with your commitments and ask sooner rather than later.

Q: Are transfer students or international students eligible to apply?

A: As long as you are currently enrolled at MSU, and meet the minimum qualifications, you are eligible to apply. If you have lived at a different university or in a group housing setting (such as the armed forces) that time counts! If you feel you would make a good candidate for the RA position, but don’t meet the minimum qualifications, please email Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu), explaining your situation, which qualifications you are concerned about and any other questions you might have.

Q: What if I have already applied to be an RA before?

A: Because some time has passed since you last applied, it is important you reapply, providing updated information.   
  
Q: Can I choose which building I am placed in? When I apply to be an RA, can I specify which floor I want? When do I find out about RA Placement?

A: Placement is determined by our professional housing staff and many factors play into not only a hire decision, but also RA placement. We evaluate the dynamic of each staff and look at supervision style of each Residence Hall Community Director, to ensure that the staffs we establish will be successful. During the RA process you will have the opportunity to tell us where you would like to work and if you qualify for any special living options. RA hiring and potential placement decisions will go out at the end of April.

Q: When are the information sessions? Are they mandatory?

A: You must attend an information in order to be eligible to apply for an RA position; you can attend any of the following sessions and you do not need to attend the one in the building in which you live.

Q: What if I can’t attend one of the RA information sessions?

A: You will not be eligible to apply for an RA Position. If you cannot attend a session due to class obligations, please email Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu).

Q: When and how can I turn in my application and reference forms?

A: All application materials, including reference forms, are online. You can find the link to the application site at https://www.montana.edu/housing/halls/employment.html. All candidates must sign in to the application with their NetID and password. The application site will go live in January 2024.

Q: Do I have to submit my application and reference letters online?

A: Yes. All applications materials needed to be submitted online. If this poses a problem for you or you having difficulties submitting your materials, please email Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu).   
  
Q: What is the deadline for applications?

A: All application materials must be turned in by January 28th, 2024. No exceptions.

Q: Can I apply in my freshman year for a 2024-2025 position?

A: You are welcome to apply as a freshman, for our midyear selection process, but understand that you may be screened out due to not meeting minimum qualifications. Applicants who meet all qualifications will be considered first.

As a transfer student in the fall semester?

A: You are welcome to apply as a transfer but understand that you may be screened out due to not meeting minimum qualifications. Applicants who meet all qualifications will be considered first. If you have questions about your qualifications, please email Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu).

If I was documented for violating a University Housing/Conduct policy?

A: It is difficult to answer this question without knowing the details of the violation. This will also depend on if your sanctions have been completed and you are in good standing with the University and the University Student Housing Department. If you have questions please see your Community Director, or email Tristynn Morgan, [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu) for more information. The RA expectations does not specifically specify that you cannot have been found responsible or involved with any University violation, but please consider that as an RA it is your job to be a role model and leader for your residents. If you feel, even with your violation and after discussing the situation with your CD, that you can maintain a mentor role, you are welcome to apply for the position.

Q: If I currently don’t live in a residence hall, can someone other than an RA write a reference for me?

A: Yes. We recommend at least one of your references be from a University Student Housing staff member, such as a RA, ACD, CD or PC. If you don’t currently live in the residence halls, consider asking your former RA to submit a reference for you. We are looking to see your involvement within a community living setting, so other individuals who can speak to this would also be sufficient. This letter should be short, about 300-500 words.

Q: I live on campus; do I have to have all three of my references from RAs/Housing staff?

A: No, we simply recommend that at least one reference is from a University Student Housing Staff member (RA, ACD, CD or PC) and one is from a member of the university community (professor, TA, employer). References should come from individuals who can attest to your strengths and abilities.

Q: Do I already need to know how to confront people or deal with emergencies?  
A: Absolutely not! Some of our RA applicants come with experience handling emergencies and confrontations, but many do not. If you are hired as an RA, we will provide in-depth training on many topics, including emergency procedures and confrontation.

Q: Do I have to stay until the hall is closed or return before the hall opens?

A: Yes. As stated in the RA responsibilities & related expectations, all staff members are required to return before the halls open and stay until the halls close. Details of times and dates, which are specific to the school year, are listed on that year’s current Resident Advisor Critical Dates, which you will be able to review before accepting the position. At the end of the Fall and Spring semesters, RAs are required to remain in the building until every resident has checked out of the building and the building has been secured for semester closing.

Q: How many weekends a month do I have to stay on campus?

A: RAs are allowed 10 nights away per semester approved and coordinated with your Community Director in advance.

Q: What does it mean to be “on-call”?

A: If you are “on-call” you are required to be in the building from 5pm to 8 am the next morning during the week, or until 5pm the next day during weekends or holidays. During your on-call, you will respond to resident issues, perform rounds, and help maintain the security of the building. You are expected to be in the building for the duration of your on-call. On-call schedules are created by the Assistant Community Director, and RAs can request nights “off-call” or “nights away: to study for tests, hang out with friends, etc.

Q: Will I have time for myself and to see friends in other buildings or off campus?

A: Absolutely! The key is time management. While your commitments may have increased, it is important to find a healthy balance, remembering to take time for yourself to re-energize. You will work with your Community Director to find this happy medium. There will be times when you will have to make sacrifices for the position. The Resident Advisor position is centered on student development and support, and we don’t always know when our students will require our attention.

Q: What is the difference between an ACD and a CD?

A: An Assistant Community Director is a full-time student and has been an RA for at a least a year and works with the Community Director to help maintain, supervise and support the building/community. ACDs are responsible for advising the Residence Hall Association, their individual halls Hall Council, and responding to crisis or emergency situations in the CD's absence. An CD is a full-time, professional staff member who has a bachelor’s degree (some have master’s degrees). CDs are responsible for maintaining the building, supervising the front desk staff, RAs, ACD, and the overall program development of the building or community.

Q: I don’t know how to confront drunk people…will I have to?

A: As an RA, you may experience situations involving intoxicated students, but you do not need to know how to confront these issues. During fall training, you will be trained for various situations including managing situations with intoxicated individuals.

Q: Will I have to work at the front desk of my building?

A: In the RA responsibilities & related expectations it states that RAs may be asked to work the desk. Most commonly, RAs will be asked to cover the desk if there are no desk clerks available or an emergency arises. All RAs are trained to work at the front desk.

Q: How many hours am I going to have to work each week?

A: It is hard to estimate how many hours an RA works per week, because RAs are not on an hourly schedule, and school and departmental requirements will look different every week. The workload will vary depending on resident needs, programming requirements, and emergency situations. RAs are expected to be in their communities on their floors enough to establish a positive presence and foster community. RAs who manage their time well find they work around 15 hours per week, sometimes more, sometimes less.

Q: What is the compensation for the position?

A: RAs receive a single room, $100 per month, and the Bobcat Gold 7-day meal plan. In addition, ACDs receive $500 stipend per month. Extra perks include early move-in times, staff merchandise, opportunity to work with a great team of students and professional staff members dedicated to student development, and personal and professional growth experiences.

Q: I know that by being a Resident Advisor, I will receive free room and board. Will this affect my financial aid?

A: The RA position can affect your financial aid, but because each student’s financial situation is different, it’s important that you discuss this employment opportunity with the Financial Aid Office, 994-2845.

Q: When is 2024-2025 Resident Advisor Training?

A: Fall training starts in early August and goes through the beginning of the school year. Move-in day for RAs will begin 48 hours before the beginning of training. More specifics about training and move-in times will be provided post-hire to those individuals selected to be RAs. There will be midyear training before the beginning of Spring semester too. Throughout the year, RAs will be required to attend training sessions.

Q: If I have a conflict, can I miss training or be late for it?

A: No. Training attendance is a condition of hire. Training is about 12 days and covers various topics needed for a successful RA, including programming, community building, confrontation, and emergency response. The tentative training start date for the 2024-2025 academic year is August 4th.

Q: What is the RA Class?

A: The RA Class is a component of the selection process and a one credit, upper division, leadership class that is pass fail. RA candidates learn more about the position, conflict mediation, and programming requirements. In addition, they will complete assignments and projects related to the RA position. Class attendance is mandatory.