Thank you for your interest in a Resident Assistant position for the 2015 - 16 academic year. We are always excited to have new or seasoned student leaders join our organization, and are glad you’ve decided to be a part of the process.

To apply for a Resident Assistant position, please take the following steps:


2. Review the job description. Read carefully to determine that you are willing to commit the time and energy that this position requires. Also check to make sure you meet the minimum qualifications for this position.

   - The RA position does have implications for other on campus employment for both domestic and international students. Please refer to Student Employment policies for details.

3. Complete the first four sections of the RA Application form online and make a copy for your application packet. Please take note: your information will not save in this form. Please make an extra copy if you would like one for your records.

   Section 1: General Information
   Section 2: Placement Preferences
   Section 3: Availability for Group Interview
   Section 4: Short Answer Questions

   Section 5: Resume: Along with this application, we ask that you submit a resume outlining your work, leadership, and/or volunteer experience, activities, and education.

   For resume assistance, we strongly encourage you to utilize the services of the Harrington Center for Career and Academic Advising (located on the top floor of the library). To do so, you may:
   - Visit the Harrington Center for Resume Help and General Walk-in Hours—Monday through Thursday from 1-4 p.m. or
   - E-mail jennifer.tockman@colby-sawyer.edu or ktaylor@colby-sawyer.edu with your available meeting dates and times to set up an appointment.
   - More information on resume building can be found at: https://my.colby-sawyer.edu/myharringtoncenter/default.aspx

4. Completed Applications (Sections 1 – 4 and Resume) may be submitted:

   - Weekdays between 9am and 5pm from Tuesday, Feb. 10 through Tuesday, Feb. 17 to the Office of Residential Education, located on the 1st floor of the Ware Student Center
5. **Individual Interviews will be held from 1:00 – 5:00 on Sunday, February 22 in Wheeler Hall, 1st floor of the Ware Student Center**
   - Upon submission of your complete application, please sign up for one 30 minute timeslot during this time period;
   - If you are not available during this time period, please let us know the times you are available to interview on Monday, Feb. 23.

6. **Invitations to the Group Interview stage of the selection process sent by Thursday, February 26**
   - Following application reviews and individual interviews, 32 applicants will be invited to continue on in the selection process to participate in a group interview.
   - Applicants will receive an invitation to participate in one of the group interviews to be held during the first week of March

7. **Additional information:**
   - It is possible that the remuneration for the RA position might have some impact on financial aid packages. For more information on how this might affect your aid, please contact the Financial Aid Office in Colgate;
   - RAs will have an active role at Orientation in the fall, but will not serve as formal Orientation leaders;
   - Resident Assistants may not serve on Community Council;
   - There is no limit to the number of leadership positions for which you may APPLY.

8. **Notification**
   - Group Interview invitations will be sent by Thursday, Feb. 26;
   - Final candidates will be notified of our hiring decisions by Friday, March 13;
   - All notifications will be sent through your college e-mail account.

For further information about the RA position, feel free to contact Karin Berthiaume, Assistant Director of Residential Education at krberthi@colby-sawyer.edu or by calling x3455.