

WARREN COLLEGE
RESIDENT ASSISTANT SELECTION PROCESS:
CANDIDATE TIME-LINE

APPLICATIONS AVAILABLE: Monday, November 21, 2016

Applications for Resident Assistant, Returning Resident Assistant, Community Coordinator, Community Development Intern, and Programming Intern positions will be available online: <https://hdh.ucsd.edu/ssoStudent/RAHAApply>

NEW APPLICANT INFORMATION SESSIONS: All sessions will be held in the Student Activity Center on the following days: Monday, November 21 from 3:00pm-4:00pm; Monday, November 28 from 7:00pm-8:00pm; and, Monday, January 9 from 7:00pm-8:00pm. All new applicants are highly encouraged to attend one of the three information sessions.

APPLICATION DEADLINE: Tuesday, January 17, 2017 Completed applications must be submitted **no later than 1:00 pm**. You are highly encouraged to start early and submit early to avoid any issues.

FIRST NOTIFICATIONS EMAILED: Monday, January 23

ROUND ONE INTERVIEW SIGN-UPS: Monday, January 23- Wednesday, January 25

Candidates should receive an email by 4:00pm on January 25, 2017. If an email is not received, it is the candidate's responsibility to follow up with the selection coordinator via email by 11:59pm Wednesday, January 25, 2017.

Those invited to continue in the process will be asked to **sign up for the First Round of RA Interviews**. Two different slots will be available (morning or afternoon). To sign up, candidates must schedule an individual interview time at the Warren Residential Life Office ***no later than 4:00 pm*** on **Wednesday, January 25, 2017**. (Candidates must register *in person* with identification.) All candidates **MUST** participate in *the entire interview* in order to remain eligible, unless an exception is granted prior to the sign-up deadline by the Selection Committee. Neglecting to sign up by the deadline will prevent you from further consideration. If you have any questions or scheduling concerns, alert the selection coordinator immediately. The selection coordinator can be reached at warrenreslife@ucsd.edu. You only have to sign up for the individual interview as those times will differ per person. Everyone participates in the group process at the same time.

FIRST ROUND INTERVIEWS: Saturday, January 28, 2017

MORNING SESSION: 8:00 am- 12:00pm (Warren Lecture Halls and Classrooms)

AFTERNOON SESSION: 1:00 pm – 5:00 pm (Warren Lecture Halls and Classrooms)

Above times may change and will be included in the first notification email on Monday, January 23, 2017.

Candidates will participate in a series of group activities, which will be evaluated by current professional and student staff.

SECOND NOTIFICATIONS MAILED: Wednesday, February 1, 2017;
ROUND TWO-INTERVIEW SIGN-UPS: Wednesday, February 1- Friday, February 3, 2017

Candidates will receive notification emails *by 4:00pm* on **February 3, 2017.**

If an email is not received, it is the candidate's responsibility to follow up with the selection coordinator via email by 11:59pm Friday, February 3, 2017.

Candidates who are invited to continue in the process **must sign up for a Second Round Individual Interview (with two of the Directors of Residence Life) no later than 4:00pm on Friday, February 3, 2017.** Candidates should sign up as early as possible to ensure availability. Neglecting to sign up by the deadline will prevent you from further consideration. If you have any questions or scheduling concerns, alert the selection coordinator immediately. Only the times offered are available.

SECOND ROUND INDIVIDUAL INTERVIEWS: Thursday, February 2 – Tuesday, February 28, 2017

Individual interviews with the Directors of Residence Life staff will be held in the Warren Residential Life Office in the Canyon Vista Administration Building.

FINAL NOTIFICATIONS MAILED: Friday, March 3, 2017

Candidates will receive notification emails *after 1:00pm* Friday, March 3, 2017.

CONFIRMATION OF ACCEPTANCE: Tuesday, March 7, 2017

Candidates who receive offers must submit an acceptance letter (included in offer notification email) in order to confirm their status. (At this time, candidates will be informed as to whether they are offered a residential hall, apartment position, or an alternate position.) Acceptance letters must be received by the Warren Residential Life Office by **1:00pm on Tuesday, March 7.** Regardless if you accept the offer for Warren College or not, we ask that you submit the acceptance form.

NEW STAFF SOCIAL: Tuesday, June 6

There will be a social scheduled for Tuesday, May 31 (time TBD, but will be in the evening after 6:30pm) in which every person offered a position is highly encouraged to attend. The social will last no more than 2 hours. Final notification of this workshop with exact times will be given in the final offer letter.