The Assistant Resident Head Selection Process

General Information
The selection process for Assistant Resident Heads (RAs) occurs throughout the Winter and Spring Quarters. Candidates may be asked to interview by phone or in person several times in order for Resident Heads who are hiring an Assistant to become as familiar with as many qualified candidates as possible, and to allow maximum opportunity for candidates to be hired into a position.

Application Forms and Recommendations
Each candidate for Assistant Resident Head is required to complete an application form which includes a written statement and current resume. Candidates may pick up application materials at College Housing (6030 S. Ellis Avenue, Suite 266.) For those completing a paper application, a copy of the completed application, including all materials, should be submitted. Please use a paper clip rather than stapling your application materials. For candidates submitting a writable PDF application or Word document, it should be emailed to jeneane@uchicago.edu by 4:00 PM on February 10, 2015.

Applicants will be supplied with three recommendation forms to be given to references. For those candidates who currently live or have lived in the College Houses, one recommendation must come from the candidate’s current or most recent Resident Head. Recommendation letters should be returned directly by the recommenders to College Housing by February 10, 2015.

There are four phases to the RA interview and selection process:

Application
All candidates must attend one of the six information sessions offered. The information sessions will provide critical information in regards to the functions of the job, allow time to ask current RAs questions, and assist in determining if the RA position will offer the types of experiences you would like to have. All candidates must turn in an application by February 10th, 2015 at 4:00 PM either to College Housing or to Jeneane King at jeneane@uchicago.edu.
Preliminary Interviews

The first stage of the selection process consists of a preliminary interview with current members of the College Housing staff and students. This interview will be scheduled after candidates return their completed application to College Housing and have been notified that they are moving forward in the selection process. Almost all of the interviews are scheduled on weekday nights and weekends, and last approximately one hour. The location of these interviews has no bearing on the House to which candidates might later be appointed. This phase of interviews is scheduled to be completed by March 8th.

Candidate Meet & Greet

This is an opportunity to meet many of the Resident Heads hiring for the position. Every candidate is required to attend the Meet & Greet session on Sunday, April 12, 2015. This event will last no longer than 90 minutes. This phase of the process is utilized to assist RHs in identifying candidates they would like to invite to Placement Interviews.

Placement Interviews

Candidates may then be invited to participate in placement interviews for the RA position in that specific House for 2015-16. The placement interviews will be completed by April 22, 2015.

In late April and early May 2015, Resident Heads who have conducted interviews will offer positions to individual candidates. This is not the conclusion of the entire selection process, however, as there may be several vacant positions which will be filled as they become available.