

# RA INFO SESSION CHECK-IN @ BACK

Tell the CD your availability for any/all you can attend.

## **One Session, One Time**

**Group 1:** Tuesday, Feb 18th, 6:30-9:30 PM

**Group 2:** Wednesday, Feb 19th, 6:30-9:30 PM

**One Day, Six Weeks** (3-5 March > 14-16 April)

**RA Class 1:** Mondays 4:30-6 PM

**RA Class 2:** Tuesdays 4:30-6 PM

**RA Class 3:** Wednesday 4:30-6 PM



**WELCOME APPLICANTS**

**RA INFO  
SESSION**

**SPRING 2025**





# INTRO TO TEAM

## **Tristynn Morgan (Search Chair)**

- Area Coordinator of Staff Training & Selection
- Contact with questions (Office in North Hedges or [tristynn.morgan@montana.edu](mailto:tristynn.morgan@montana.edu))

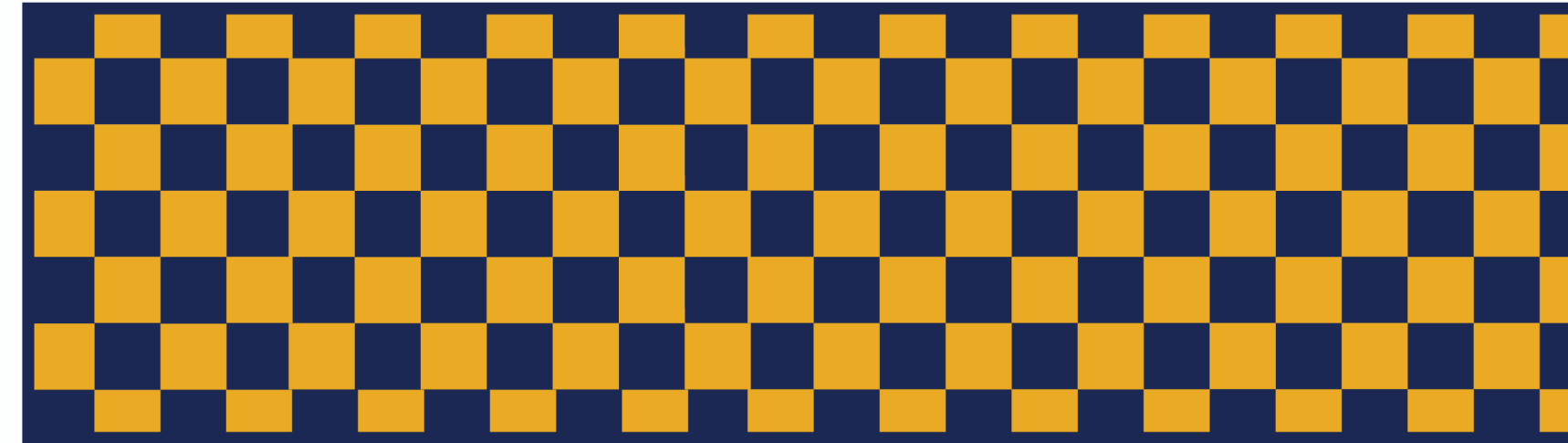
## **Community Directors**

- Manage residence halls/Supervise RAs
- Professional Staff Member & Committee Chairs

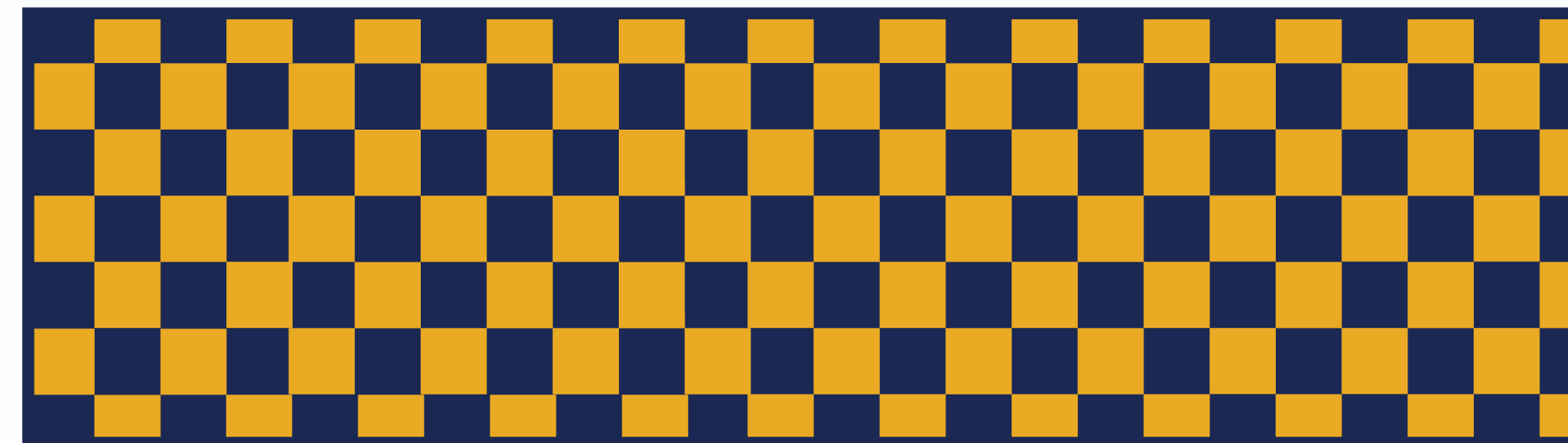
## **Student Staff**

- Senior Assistant Community Directors, ACDs, Resident Advisors

- IT IS IMPORTANT THAT YOU UNDERSTAND THE TIME COMMITMENT OF THE PROCESS
  - KNOW WHAT YOU ARE GETTING INTO & WHAT TO EXPECT
- RELIEVE ANXIETY WITH TRANSPARENCY



# MANDATORY INFO SESSION?



# STEPS OF APPLICATION PROCESS

## **APPLICATION - JAN 14TH - 26TH**

- 1. Information Collection Portion
  - Academic Info, Contact Info
- 2. Acknowledgement and agreement
  - This presentation, the Staff Employment page, position requirements
- 3. Supplemental Questions
  - Should be 3-5 sentences EACH (not 2, not 12) - don't wait till the last second!

## **PAPER SCREENING - JAN 30TH/INTERVIEW YES OR NO**

- Quality of supplemental question answers & information portrayed in them
- Position requirements
- Completion of application (provided info & our systems)
- Make sure you take your time on the application!
- This score follows you from individual interview all the way to final selection

# STEPS OF APPLICATION PROCESS

## **INDIVIDUAL INTERVIEW - SCHEDULING JAN 31 - FEB 2**

- Interviews - February 3rd -14th
- You are responsible for signing up with your assigned Community Director, you will be emailed, you will sign up for a time
- If provided times don't work for you- reach out to Tristynn or your CD
- 30 minutes

## **GROUP INTERVIEWS - FEB 18TH & 19TH - 6:30 TO 9:30 PM**

- Multiple small group exercises that will be observed by our selection committee members & student staff
- Participate & make sure you are interacting
- Only need to attend 1 session
- You will be assigned one of these dates based on the availability you provided today



# STEPS OF APPLICATION PROCESS

## **RA CLASS - FEB 25TH/RA CLASS YES OR NO**

- Free, 1 credit - 400 level class
- Begins MAR 3,4,5 ends APR 14,15,16
- You will attend RA class once a week (Mon, Tues, Wed - 4:30-6PM)
- 6 class sessions - half professional development, half preparation for the RA role

## **DECISIONS - APR 26TH/POSITION OR POOL OR NO**

- All parts of the process are required & will be considered in selection
- Will come to your student email along with all other notifications

## **NEW STAFF MEETING/POOL MEETING - APR 27TH**

- 5PM (Pool), 6-8PM (New Staff)
- Chance to meet Fall 2025 Staff
- Collect & provide information for and about training

2.6  
cumulative  
GPA at time of  
application

# ABOUT RAS

12 credit hours  
completed at time  
of hire

Credit limit of 16  
hours per semester

1 semester at  
MSU at time of hire  
  
1 semester of  
group living at time  
of hire

**COUPLE OF THINGS TO  
KNOW ABOUT THE JOB,  
SO THERE ARE NO  
SURPRISES!**

10 nights away  
per semester  
  
\$100 stipend a  
month



# CURRENT RA TESTIMONIALS







# CRITICAL DATES



## COMMON DATES

Days with potential for high quantity of conduct (Gold Rush, Homecoming, Halloween, etc). Breaks & Transition times for students.

## PLANNING

Given the whole years dates in advance so you can plan for them, in hall from 5 pm-8 am

## TRAINING

Learn how to be an RA and connect with staff, little to no exceptions. Starts August 3rd (2 weeks out)

## ASSIGNMENTS

Assignments are completed during training such as Title IX, mental health videos, and more.



### Thanksgiving & Spring Break

As all residence halls will be open during both Thanksgiving and Spring Break, we will solicit interest for both RAs/ACDs and desk clerks to work for pay during these times. Half staff will stay to transition the building to break coverage and be allowed to return late; half staff will be allowed to leave early and return early to transition building back from break coverage. Groups will rotate at Spring Break.

### Restricted Days/Weekends


In addition to the nights away restrictions listed above, there are additional days where we need all staff present. For the days listed below, typically half the staff is needed to cover the building each night. This means you will be providing extra coverage in your building and time away will not be granted without approval.

Staff Group A Leave	Nov. 17 @ noon Mar 10 @ 1pm	Gold Rush	Sept. 2-3
Staff Group A Return	Nov. 26 @ 11 am Mar 17 @ 5pm	Homecoming	Sept. 29-30
Staff Group B Leave	Nov. 18 @ 1pm Mar 9 @ noon	Halloween	Oct. 27-29
Staff Group B Return	Nov. 26 @ 5pm Mar 18 @ 11 am	Cat/Griz (Away)	Nov. 17-18



# SITUATION RESPONSE

**There are situation examples that RAs most commonly respond to.**  
This is not to scare you but to help you understand the expectations we will have for you to make sure you are ready/able before you apply!



# Diversity

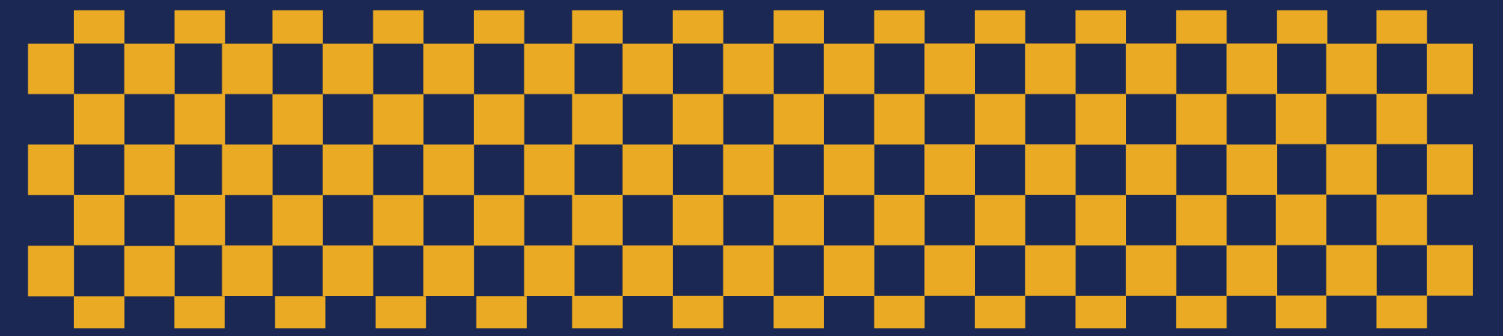
You may run into situations where a student identity is involved or targeted. It's the RA's job to create an inclusive environment & support. You must be willing to learn.

# Students of Concern & Interpersonal Violence

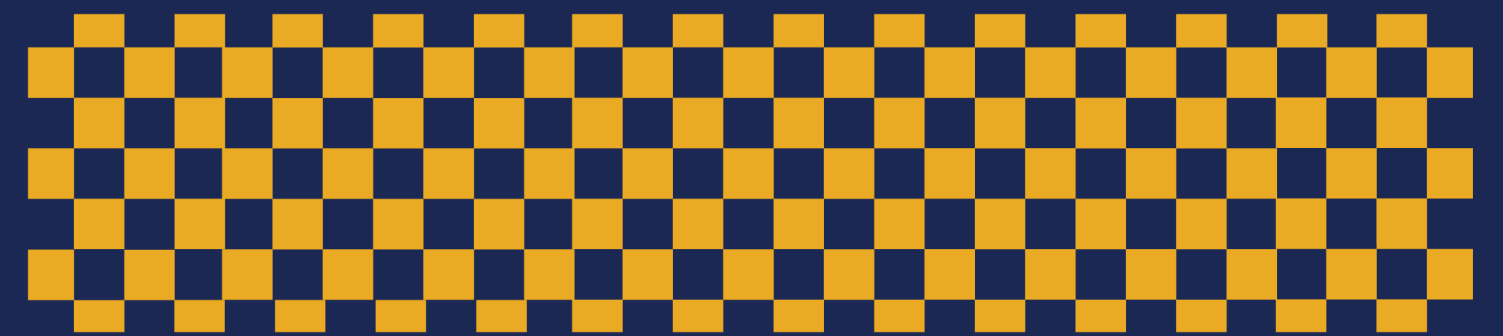
RAs are usually the first to interact in these scenarios. RAs aren't therapists, counselors, etc. They are there to provide resources not be them. Prioritize yourself always & call up.

# Academic Concerns

The first year of college is hard. RAs frequently support students through advice, resources, study groups, and more.



# SITUATION RESPONSE



# Drugs/Alcohol

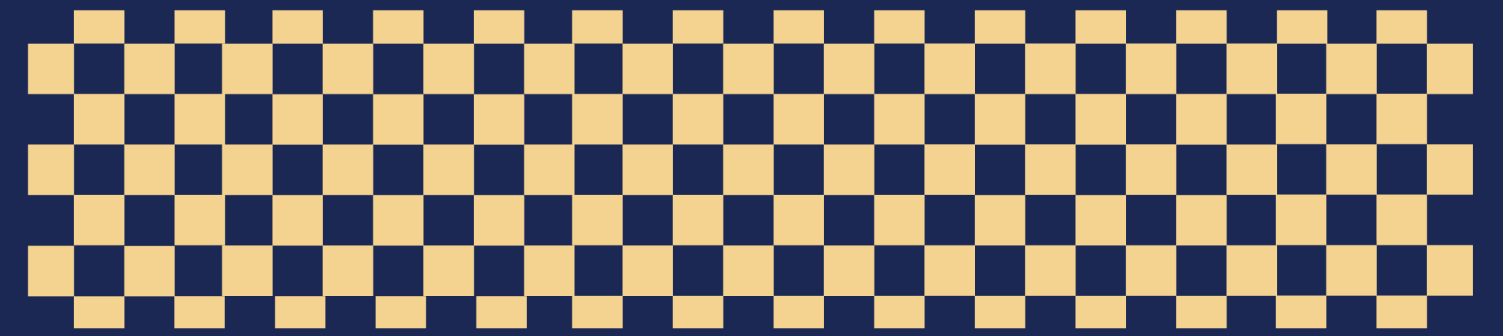
RAs will encounter intoxicated/inebriated residents due to drugs or alcohol. In many of these cases RAs work with Senior Staff & UPD.

# Belligerent Residents

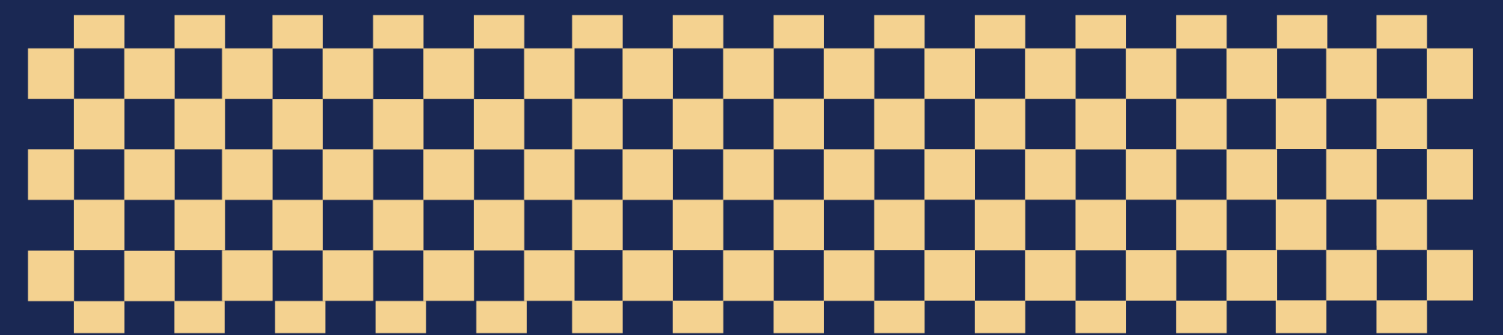
There will be situations in which you interact with belligerent or non-compliant students, whether due to alcohol, frustrations, stress, or more. Again, there will be additional support provided as needed.

# Supports

When in doubt RAs Call Up. There are always 3 levels of more trained/professional staff to support & provide guidance.



# SITUATION RESPONSE





# OUTSIDE WORK?

## DESK SHIFTS

Front desks of the halls often have open shifts, you can work up to 5 hours

## HOURS LIMIT

RAs can not work more than 5 hours on-campus, outside jobs do not have hours dictated

## STUDENT FIRST

You are a student first, and an RA second, focus on your success

## TIME MANAGEMENT

Managing your responsibilities is very important in this role!



# BUCKETS OF RESPONSIBILITY

1

Relationship  
Building &  
Community  
Development

2

Programming &  
Administrative  
Tasks

3

Student Support &  
Follow-Up

4

Crisis & Conduct  
Management



# RELATIONSHIP BUILDING & COMMUNITY DEVELOPMENT

## DOOR DECS

Complete 4 sets of door tags for your residents, give new ones as new ones move onto your floor - get creative!

## BULLETIN BOARDS

Create a bulletin board each month, provide relevant information to your residents (winter safety, alcohol education, academic resources, etc.)

## OFFICE HOURS

6-8 pm in a common area of your community when on-call to provide any aide residents may need (share upcoming events, answer questions)



# PROGRAMMING & ADMIN TASKS

## PROGRAMMING

Support resident success and involvement, partner with campus resources (AYCSS, Outdoor Rec., Smarty Cats), Hall Council, Hall Active/Passive

## BUILDING MANAGEMENT

Occupancy paperwork (residents moving in/checking-out), work orders, early alert letters, conduct reporting forms, etc.

## COMMUNICATION

MSU and USH use Microsoft, become much more confident in Outlook calendar skills, GroupMe, Admin trackers





# STUDENT SUPPORT & FOLLOW-UP

## CARE REFERRALS

Submitted to notify Dean of Students/campus resources of anyone you think may need additional support, completed following difficult on-call situations for both resident(s) involved and RAs

## INTENTIONAL INTERACTIONS

Touching base with residents following conduct situation/meetings, roommate relationships, general check-in on academics/college experience as assigned by Community Directors



# CRISIS & CONDUCT MANAGEMENT

## ON-CALLS

Rounds of the building to ensure safety & security, check inside/outside of halls, always have an on-call partner (never responding to a situation alone), respond to incidents/complaints/emergencies. Vary based on community.

## CRISIS REPOSE

A lot of the time an RA will be the first on scene in a crisis or emergency situation, to manage crowds, support the resident, and reach out to support services. There will always be help on the way and we will practice on how to respond during training.

# ADDITIONAL BENEFITS OF THE ROLE

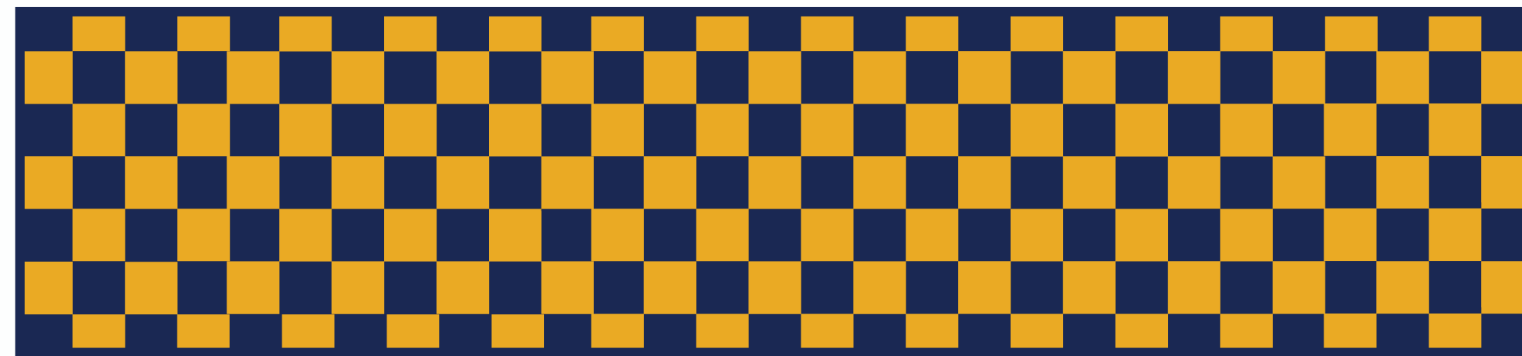
- Work with people you may have never met/worked with
- Learn how to respond to emergency situations (calling 911, working with first responders, crowd control)
- Time management skills with tasks that vary each week
- Early course registration after 1 semester in position
- Potential summer storage
- The RA job is applicable to anything & looks great on a resume



Answer all questions fully!  
There are many parts. Ask to repeat if needed

Learn about the RA role. Come with examples that relate skills.

# INTERVIEW TIPS



## **BE PROFESSIONAL!**

BE MINDFUL OF LANGUAGE, WEAR WHAT YOU'RE COMFORTABLE IN, BE WARY OF EXISTING RELATIONSHIPS

Come with meaningful questions for RAs & CDs in your interview!

Be mindful of time! Don't be too long or too short. You will be cut off.



# POSITIONS OPEN

123 student staff on campus, 110 RAs,  
Typically 30-40 positions, Waiting on  
returner process/decisions

## NO 1 PERFECT RA

Looking for VERY different people- could  
be like/unlike your own RA

## LEADERSHIP

Leadership is not one personality, it is a  
behavior that you can learn!

**WHAT  
DO WE  
NEED?**



# IMPORTANCE

WHY DO WE HAVE SUCH  
A LONG & EXTENSIVE  
PROCESS?

**THE RA JOB IS ONE OF  
THE MOST IMPORTANT  
POSITIONS ON CAMPUS**



# BUILDING PLACEMENT



1. Supervision needs & fit!
2. Staff dynamic - Other RAs & ACD
3. Building needs & personality -  
Conduct/Resident  
Population/Floor Partners/LLCs
4. Preference of candidate





**THANK YOU!**

**Group  
Interview**

Feb 18th & 19th  
6:30-9:30 PM

**Contact Info**

Tristynn Morgan  
406-994-4557  
tristynn.morgan  
@montana.edu

**Check-In**

Make sure you  
sign-in & provide  
availability for RA  
Class/Group  
Interview Times

**RA Class**

Mar 3,4,5 to Apr  
14,15,16  
Mon, Tues, Wed  
4:30-6PM

