

Resident Assistant Selection—Missouri State University

Frequently Asked Questions

Eligibility

1. Can I apply if I'm a transfer student?

Yes! You can apply. Read below to determine how to proceed:

- I'm a transfer student, but I've been at MSU prior to this semester, and I've lived on campus at least one semester (at MSU or a previous institution) in addition to the current semester: That's awesome! You can apply without seeking an exception.
- I'm a transfer student and this is my first semester at MSU. I've lived on campus at least one semester (at MSU or a previous institution) in addition to the current semester: You will need to seek an exception to participate in the selection process. Please contact Carole Douglas (caroledouglas@missouristate.edu) for more information.
- I'm a transfer student and this is my first semester at MSU. I've never lived on campus (at MSU or a previous institution): Unfortunately, you are not eligible to apply for the RA position.

2. How do I know if I can apply for Spring 2024 RA positions?

Read through the RA job description on the Become An RA webpage. If you meet the minimum qualifications, then you are likely able to apply for the Spring 2024 positions. Typically, first-year students do not meet the minimum requirements for spring semester positions. However, many do meet the minimum requirements for the academic year process. If you apply and are not eligible, you will receive an email.

3. Do my MSU/high school dual credit hours count towards my cumulative GPA and total number of hours completed?

No. We use post-high school credit hours when determining cumulative GPA and total number of hours completed.

4. Can international students be RAs?

Absolutely! All of the same job qualifications still apply. Please read through the job description to determine if you meet the minimum requirements or need to seek an exception to participate in the process.

Application Process

5. Do I have to attend an information session?

Yes, you are required to attend an information session in order to apply for the resident assistant position. The information session contains information about the position and how to apply. These sessions are a great opportunity to ask specific questions about the application process and the RA job.

6. How do I get the application password?

If you have attended an information session, the application password will be emailed to you once the application opens. If you attend an information session for the 2024-2025 academic year positions prior to November 15, the password will be emailed to you on that date.

7. Can my family member be one of my references?

No, we encourage you to choose references who can provide insight into your ability to be an RA. Examples include, but are not limited to, Residence Life staff members, faculty members, other staff members, organization advisors, and current/former supervisors.

8. When will I find out my individual interview and/or group process interview time?

Information regarding your assigned individual interview and group process interview times will be emailed to you on the date listed on the Be an RA webpage. Please take note of the days/times that you mark as available on your application and hold those open. You will be assigned to one of those times.

9. What if I'm not available for Group Process? Can I make it up?

As its name suggests, Group Process takes place in a group setting. Because of this, a make-up option is not available. If you are unavailable on this date, please mark that option on the application and a note will be placed in your file indicating that you were unavailable. You will not be penalized for being unable to attend. You simply will not have as much information in your candidate file for the hall staff to consider when making decisions about who to hire for each residence hall.

10. I was assigned a Group Process session but I overslept (got sick, couldn't find it, etc.). What happens now?

If you happen to be in this situation, please notify Carole Douglas (caroledouglas@missouristate.edu) as soon as possible. A make-up session is not available, but a note can be placed in your file indicating why you did not attend Group Process.

Miscellaneous Topics

11. What does "selected as an alternate candidate" mean?

Typically, we have more skilled candidates than open positions. If you are selected as an alternate candidate, you are placed in a pool of candidates that Residence Life staff review as additional positions open up.

12. If I'm selected as an alternate, how do I know what the likelihood is of getting offered a position? Do you rank candidates?

Alternate candidates are not ranked. When a position becomes available, the Hall Director for that building reviews all the alternate candidate files to determine who is the best fit with the other staff members who have been hired for that building. There is not a predetermined order that candidates are selected, nor is there a way to predict the likelihood of an alternate candidate being selected. In recent semesters we have hired many candidates from the alternate pool, sometimes just days before opening in January or August.

13. If I apply for a spring semester RA position and am an alternate, do I have to go through the whole process again to try to get a position for the academic year?

If you are selected as an alternate for the spring semester but are not placed into an open position before the academic year process begins, you do not have to go through the entire application process again. We will ask if you would like us to move your Spring candidate file

into the candidate group for academic year RA positions. However, if you would like to participate in the application process again, you may do so.

14. Do I need a social security number?

You do not need a social security number in order to apply for the RA position. If selected, however, you will need a valid social security number in order to complete employment paperwork. If you do not have a social security number, we encourage you to be familiar with that process, as it can be a lengthy.

15. Will I be able to keep my other on-campus job if I'm hired as an RA?

No. The RA position is a 20-hour per week job, and student employees at MSU are limited to 20-hours per week. As noted in the information session, RAs are allowed to have a limited number of off-campus job hours, pending supervisor approval.

16. Will my financial aid be impacted if I'm hired as an RA?

Residence Life is not able to answer questions regarding financial aid. We encourage you to speak with a staff member in the Financial Aid office to review your specific financial situation.

17. Can I be an RA for just the fall or just the spring?

If you are applying for the spring RA position, that is a one-semester commitment. If you are applying for the academic year position, that is a two-semester commitment. We do not hire RAs solely for the fall semester.

18. How are RA placements made? Do I get to choose?

Hall Directors and Assistant Hall Directors read through every candidate's file. They work to build a team of people whose skills complement one another. When it is time to select candidates, all of the Hall Directors and Assistant Hall Directors meet to determine the best placement for each candidate. It's a long process, but allows us to develop strong RA staff teams. Candidates have the opportunity to preference living-learning communities on their applications, as well as share building preferences during individual interviews.

19. What happens if I'm offered an RA position in a building that I don't want?

If selected to be an RA, you will receive an offer letter that includes a building placement. You may accept or decline that offer. If you decline the offer, your participation in the RA selection process ends. There is not an opportunity to move to the alternate pool in hopes of being selected for a different building.