

## ***BASIC INFORMATION***

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Crowder College Upward Bound Programs are excited that you are considering applying for a Resident Assistant staff position. We are interested in selecting the most qualified applicants for the Resident Assistant positions. Please see the Job Description for desired skills and compensation. The selection process includes 2 steps: 1. Application & Recommendations, 2. Group Exercises and Individual Interviews. If at any time you have questions about the process, please contact us at (417)455-5688 or [upwardbound@crowder.edu](mailto:upwardbound@crowder.edu). Good Luck!

### ***APPLICATION & RECOMMENDATIONS***

Applications are available on our employment website at <http://www.crowder.edu/employment/>. The **Application** and the **Recommendations** are **due** no later than **January 31<sup>st</sup>, 2019**. It is the responsibility of each candidate to distribute the recommendation forms to the appropriate individuals. At least one of the recommendations should be from a current or former employer. The other recommendation needs to be filled out by a professor, student organization advisor or supervisor. It is recommended that you include an envelope with the Upward Bound Programs address for assured return.

### ***REQUIRED DATES AND SUMMER SCHEDULE***

If invited, attendance is required at the Group and Individual Interview Day in order to be considered for employment. In addition, Resident Assistants are required to attend R.A. Training and one of the CPA Cultural Trips. All dates are listed below. Please indicate any conflicts on your application.

#### **Group & Individual Interview (By Invitation)**

March 2

#### **RA Training**

May 20-24

#### **College Prep Academy**

Week 1	May 28 – May 31
Week 2	June 2 - June 7
Week 3	June 9 - June 14
Week 4	June 16 - June 21
Week 5	June 23 - June 28
Week 6	June 30 – July 2

#### **Cultural Trips (Tentative)**

Chicago	July 8 – July 12
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### ***SMALL GROUP EXERCISES AND INDIVIDUAL INTERVIEWS***

The Small Group Exercise is an interactive group interview. This exercise allows the selection personnel to see all of the candidates in problem solving situations. During this time you also individually interview with a panel of Upward Bound staff. The date for the group exercise and interview is March 2, 2019 on the Crowder College campus. Attendance is required in order to be considered for employment.

### ***☛ Selection Notification***

You will be notified regarding your selection status by April 5, 2019.