



Resident Assistant, Inclusion Assistant and Community Council Advisors Application and Selection Process

Please review all of the information on this page before submitting an application.

Process for Fall 2024 Position Applications are open November 1, 2023 – January 19, 2024, due at midnight.

Application Tips

Make the best first impression by following these guidelines:

- Review the application and video before completing it.
- Follow the directions carefully and report accurate information.
- Check for spelling and grammatical errors.
- Please contact your listed references to ask permission to use them as references.
- Only submit the application (s) once you have proofread and reviewed your application thoroughly.

NOTE: There are no additional documents that need to be attached. Please skip that section of the online application.

Don't miss out on these events to learn more:

- Virtual Prospective Staff Night Wednesday, November 29, 2023, 7-8 p.m., hosted by Jeff Smith, Jr.: [Join the meeting here](#)
- Virtual Prospective Staff Night #2 Wednesday, January 10, 2024, 7-8 p.m., hosted by Doug Kendrick: [Join the meeting here](#)

The selection process for Resident Assistant, Community Council Advisors and Inclusion Assistant candidates includes the following for the Spring 2024 interview process:

- Candidates will begin by completing their application through eRezLife.
- Candidates will need to complete the artifact video process as a part of their application
- Candidates who do not complete the video portion will not be eligible to move on
- Candidates who do not meet GPA or credit requirements will not be eligible to move on
- Candidates who are not in good conduct or employment standing with the university will not move on Reference checks will be sent automatically after a candidate submits their application.
- Eligibility checks will begin on all applicants and are conducted weekly.

- Eligible candidates will receive an email with detailed instructions on how to link to sign up for an in-person interview process that will occur Feb. 5-Feb. 16 for Fall 2024 hires.
- Each candidate will be asked to select one time slot of 60 minutes where they will interview with three professional staff groups for 15 minutes, with a 5-minute break between.
- After interviews are finished, RHDs will make placement decisions for Inclusion Assistants, Community Council Advisors, and Resident Assistants. This is made on a building basis, not by interview group.
- All candidates participating in a final interview will receive a follow-up email from Residence Life. Email notices will fall into one of three types:
 1. Offer to be an Inclusion Assistant, Community Council Advisor, or Resident Assistant including the building/placement.
 2. Offer to be a free agent for either or both Inclusion Assistant, Community Council Advisor, or Resident Assistant until Dec. 18.
 3. Notification that they will no longer be considered for position(s).
- Free agents selected during the Spring 2024 hiring process will expire on Dec. 18, 2024, and are asked to reapply for the Fall 2025 process.
- Regardless of final outcome, all candidates are encouraged to request feedback. All offers made at this time and at any time in the future will be made contingent upon the successful completion of a background check. The Assistant Directors of Residence Life retain the right to approve all decisions.

Questions concerning the application process can be directed to Doug Kendrick at kendr1ds@cmich.edu or to Jeff Smith, Jr. at smith111@cmich.edu.