

RA INFO SESSION CHECK-IN W/STAFF

Let the staff know your availability for **any/all** you can attend. Then you will be assigned.

Group Interview 1: Tue, Oct 20th, 6:30-9:30PM

Group Interview 2: Wed, Oct 21st, 6:30-9:30PM

New RA Class (next semester):

Tuesdays - 1:30-3PM OR Wednesdays- 4:30-6PM



WELCOME APPLICANTS

**RA INFO
SESSION**

FALL 2026

INTRO TO TEAM

Tristynn Morgan (Search Chair)

- Area Coordinator of Staff Training & Selection
- Contact with questions (Office in Hannon or tristynn.morgan@montana.edu)

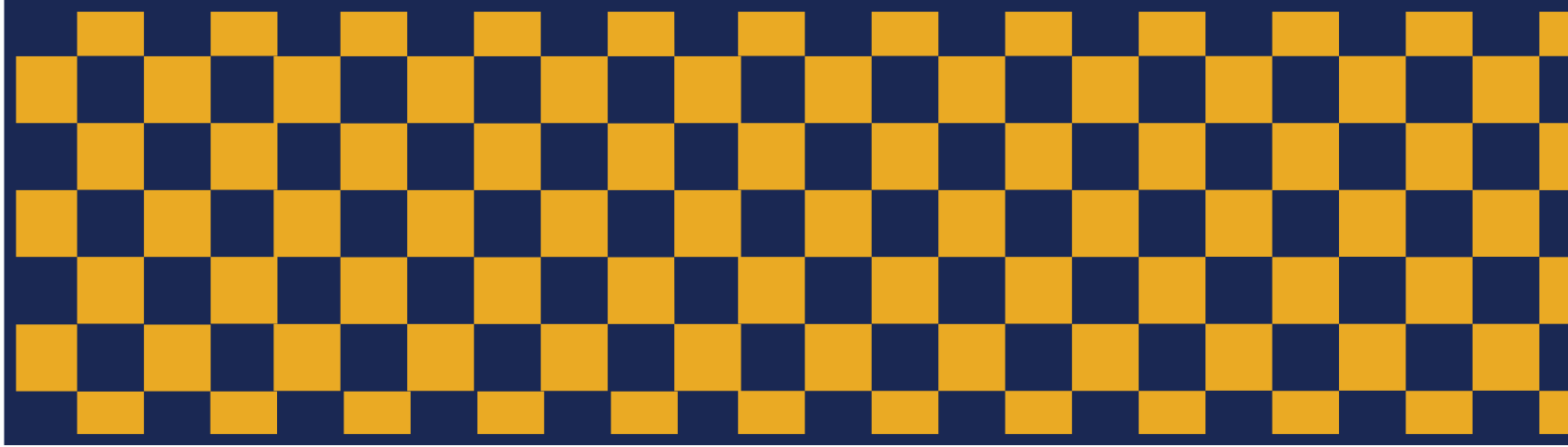
Community Directors (CDs)

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

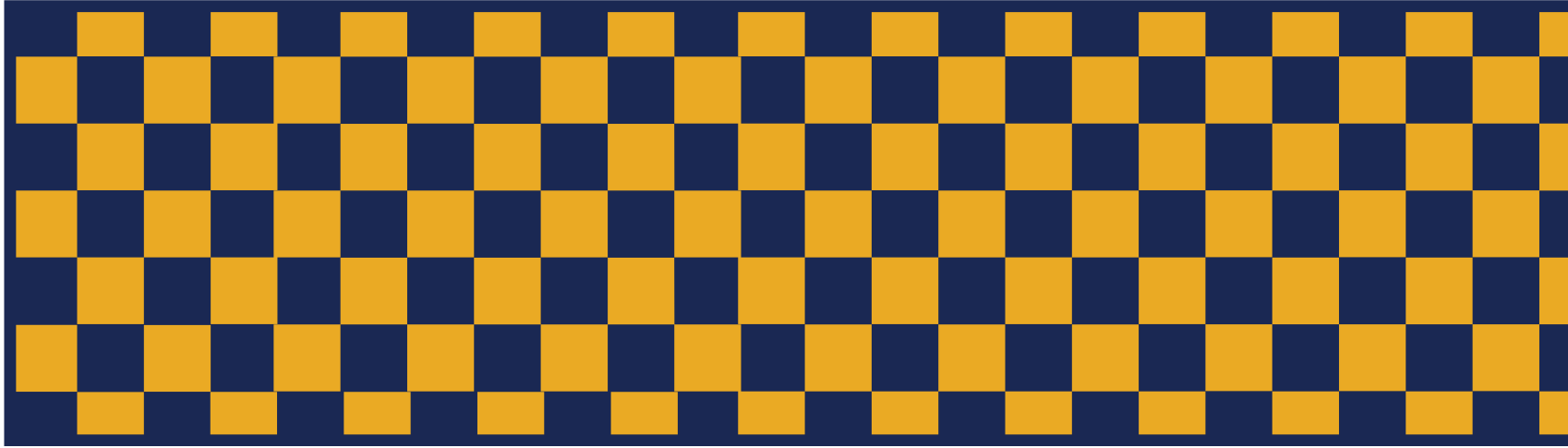
Student Staff

- Current Senior Assistant Community Directors (SACDs), 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 - OCT 1ST @ 8 AM - OCTOBER 4TH @ 11:59 PM

- 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!
- Hard deadline

PAPER SCREENING - OCT 4TH - 5TH

- 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! There will be a big cut



STEPS OF APPLICATION PROCESS

INDIVIDUAL INTERVIEW - DECISION LETTER OCT 7TH @12 PM

- Interviews run from Oct 8th @ 12PM - Oct 16th @ 6PM
- You are responsible for signing up with your assigned Community Director, you will be emailed to your student email with a link to sign up for a time
- If provided times don't work for you- reach out to CD first then Tristynn if needed
- 30 min interview -45 min timeslot

GROUP INTERVIEWS - OCT 20TH & 21ST @6:30-9:30PM

- Email communication for color group & date on Oct 19th , no later than 8PM
- Multiple small group exercises that will be observed by our selection committee members & student staff
- Participate & engage in conversations
- Attend 1 day
- You will **be assigned one of these dates** based on the availability you provided today

STEPS OF APPLICATION PROCESS

DECISIONS - 1ST WEEK NOV /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
- **Secondary Decisions**
 - Will happen as we receive notice. Different timelines nursing, teaching, grades

MEETING W/POTENTIAL SUPERVISOR 2ND WEEK NOVEMBER

NEW STAFF/POOL MEETING - NOVEMBER 15TH

- **5PM (Pool), 6-7:30PM (New Staff)**
- Chance to meet Spring 2027 Staff & Supervisor
- Collect & provide information for and about training/Spring semester

ALL COMMUNICATION WILL COME THROUGH YOUR STUDENT EMAIL!

MIDYEAR RA TRAINING

- **MOVE-IN:** 8AM ON TUESDAY, JAN 5TH
- **STARTS:** 8AM ON THURSDAY, JAN 7TH
- **THRU:** 5PM ON MONDAY, JAN 11TH
- 1ST WEEKS COMMITMENT - FLOOR MEETINGS, WBCS, NAMES/PRESENCE/SOCIOGRAMS

NIGHTS AWAY BEGIN: JAN 25TH

RA HIRING SUPPORT: SPRING SEMESTER
EXPECTATIONS

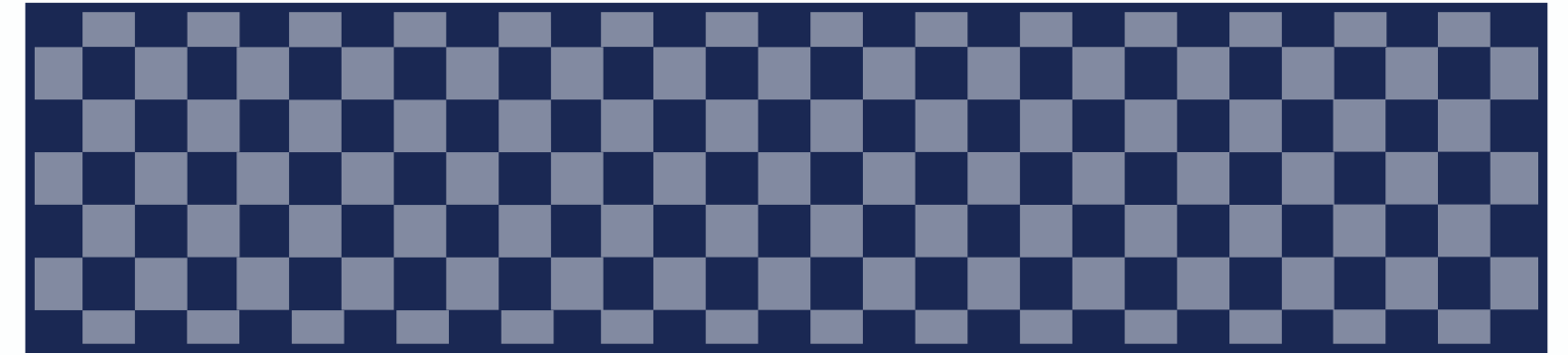
- INTERVIEW (FEB), GROUP (FEB), CLASS (MAR-APR)

ON-CALLS

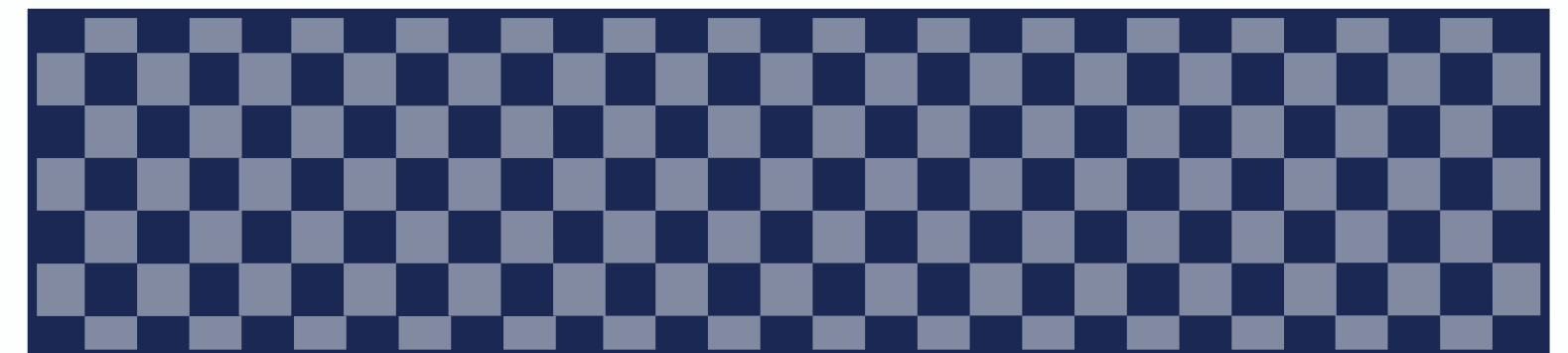
- VARIES PER HALL (X2 A WEEK TO A COUPLE A MONTH) - DETERMINED DURING TRAINING

NEW RA CLASS

- 1:30-3PM ON TUESDAYS
- 4:30-6PM ON WEDNESDAYS
- REQUIRED ATTENDANCE WEEKLY BY ALL NEW RAS



**TRAINING &
IMPORTANT
DATES**



ABOUT RAS

2.6
cumulative
GPA or higher
at time of
application &
maintained

12 credit hours
completed at time
of hire

Credit limit of 16
1st semester then
18 every other

1 semester at
MSU at time of hire

1 semester of
group living (in
residence hall) 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

RA POSITION OVERVIEW





CRITICAL DATES



COMMON DATES

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

PLANNING

Given the whole years dates & times in advance so you can plan for them. Halls can differ due to size.

TRAINING

Learn how to be an RA and connect with staff, little to no exceptions. Starts January 7th @ 8AM

ASSIGNMENTS

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

Fall & Spring Breaks

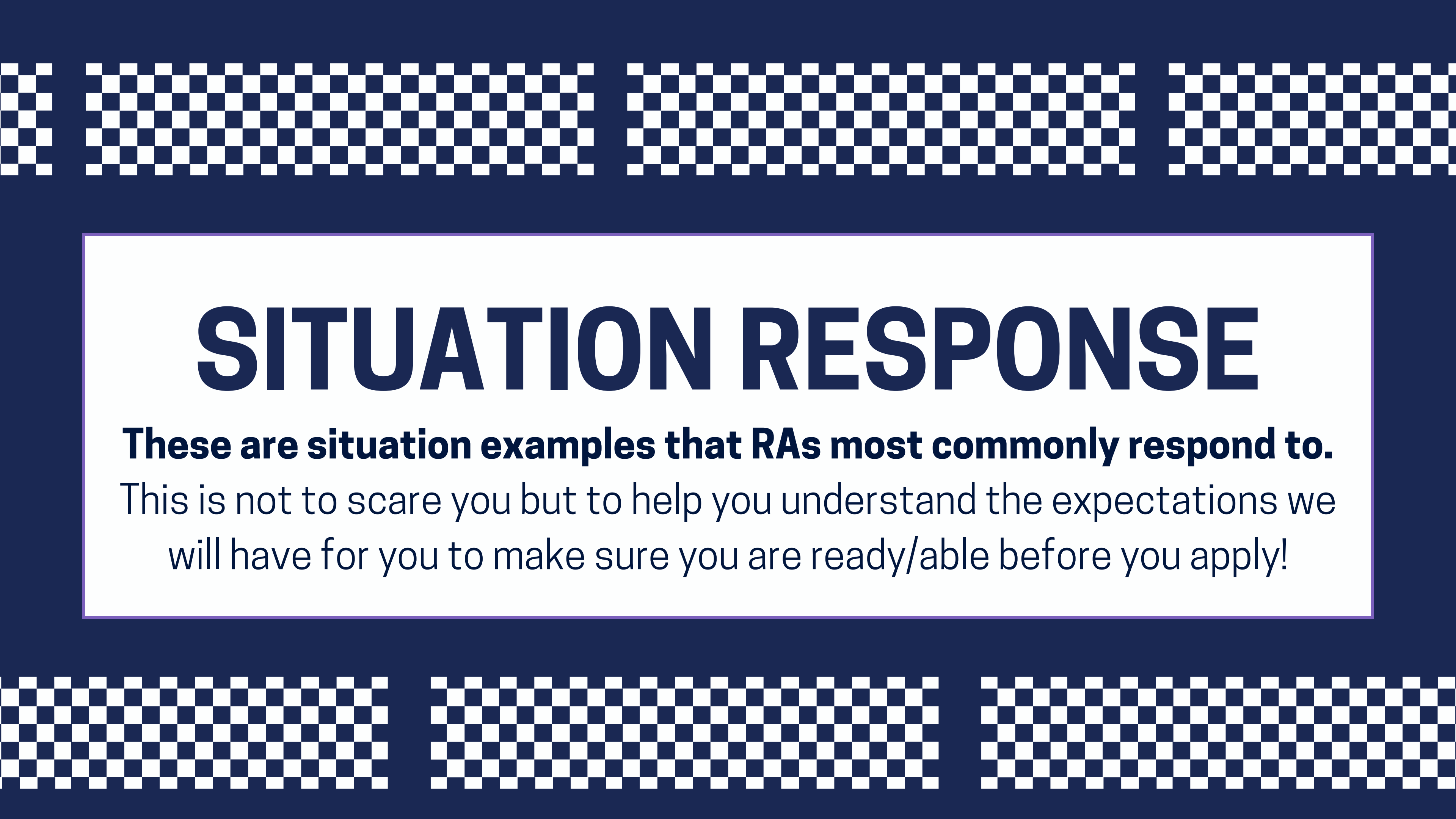
As all residence halls will be open during both Thanksgiving and Spring Break, we will solicit interest for both RAs/ACDs and desk clerks to work for pay during these times. Half staff will stay to transition the building to break coverage and be allowed to return late; half staff will be allowed to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

Fall Group A Leaves	November 22nd @ 8am
Fall Group B Leaves	November 22nd @ 12pm
Fall Group A Returns	November 29th @ 12pm
Fall Group B Returns	November 29th @ 5pm
Spring Group A Leaves	March 13th @ 12pm
Spring Group B Leaves	March 14th @ 8am
Spring Group A Returns	March 21st @ 12pm
Spring Group B Returns	March 21st @ 5pm

Restricted Dates

In addition to the nights away restrictions listed above, there are additional days where we need all staff present. For the days listed below, 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.

Gold Rush	September 4th-5th
Homecoming	September 25th-26th
Halloween	October 30th-31st
Cat/Griz	November 20th-21st



SITUATION RESPONSE

These 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

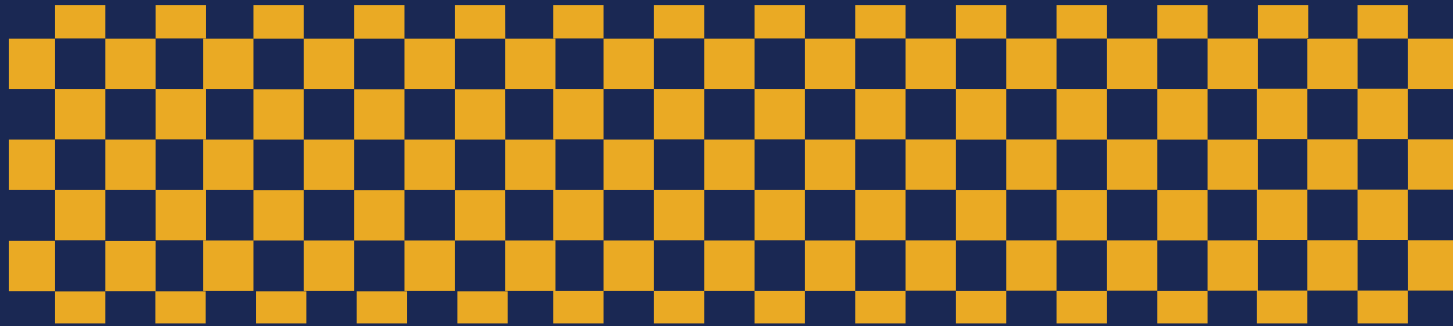
You may run into situations where a student's identity is involved or targeted. It's the RA's job to create an inclusive environment & support. You must be willing to learn.

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, major changes/decisions, and more.



SITUATION RESPONSE

Drugs/Alcohol

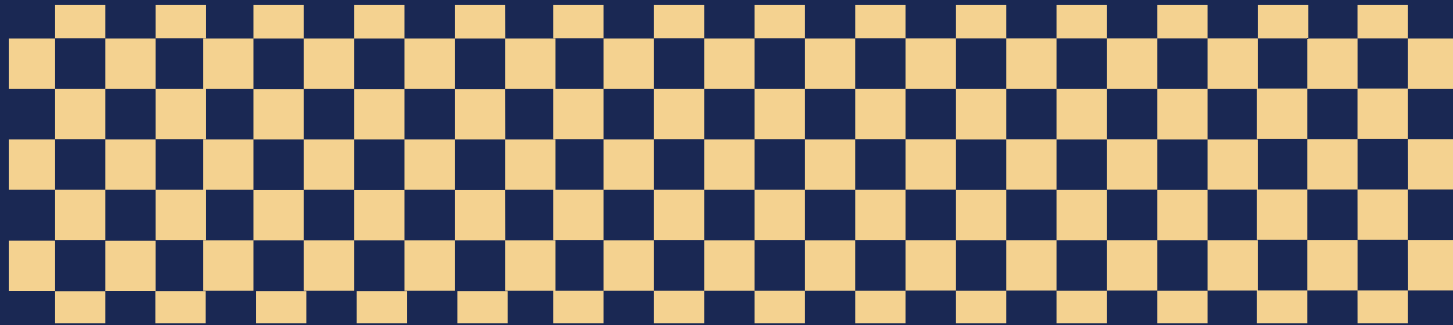
RAs will encounter intoxicated/inebriated residents due to drugs or alcohol. In many of these cases, RAs work with Senior Staff & UPD.

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

OTHER RESPONSIBILITIES



HOURS LIMIT

You can work maximum of 5 hours per week in another on-campus job. This is an HR rule. Example - front desks of the halls often have open shifts

STUDENT FIRST

You are a student 1st, and an RA 2nd. Focus on your academic success. Rationale for credit limits & GPA requirement

ROLE PRIORITY

You may have an outside job or other commitments, but it must not conflict with or limit your performance as an RA. RA should be your #1 out of class

TIME MANAGEMENT

Ability to manage your responsibilities is very important & very challenging in this role due to flexibility needs



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 2 sets of door tags for your residents, give new ones as new residents move onto your floor - get creative! Due dates given in advance

BULLETIN BOARDS

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

DROP IN HOURS

6-8 pm in a common area of your community during your on-calls to provide any aid 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. Scheduled.

BUILDING MANAGEMENT

Occupancy paperwork (residents moving in/checking-out), work orders, early alert letters, conduct reporting forms, room changes/conflict, temp spaces 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 RESPONSE

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(s), 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
- The RA job is applicable to anything & looks great on a resume
- Leadership & Professional Development Opportunities

BACK TO TRISTYNN



PILLARS OF THE RA ROLE

TASK COMPLETION/ MANAGEMENT

Completion & management of the basics of the role. Traditional, reoccurring, expected, assigned.



COMMUNITY KNOWLEDGE & ENGAGEMENT

Knowing your residents info (name, relationships, baseline). Knowing what engages or support your specific community.



TEAM & DEPARTMENT CONTRIBUTION

Team, Staff, Departmental Support. Contributing to overall building success. Working well w/those around you.



PROFESSIONALISM & GROWTH

Contributes positively. Willing to problem solve. Takes supportive/caring approach. Wants to improve & grow in role
hard not to.





IMPORTANCE

WHY DO WE HAVE SUCH
A LONG & EXTENSIVE
PROCESS?

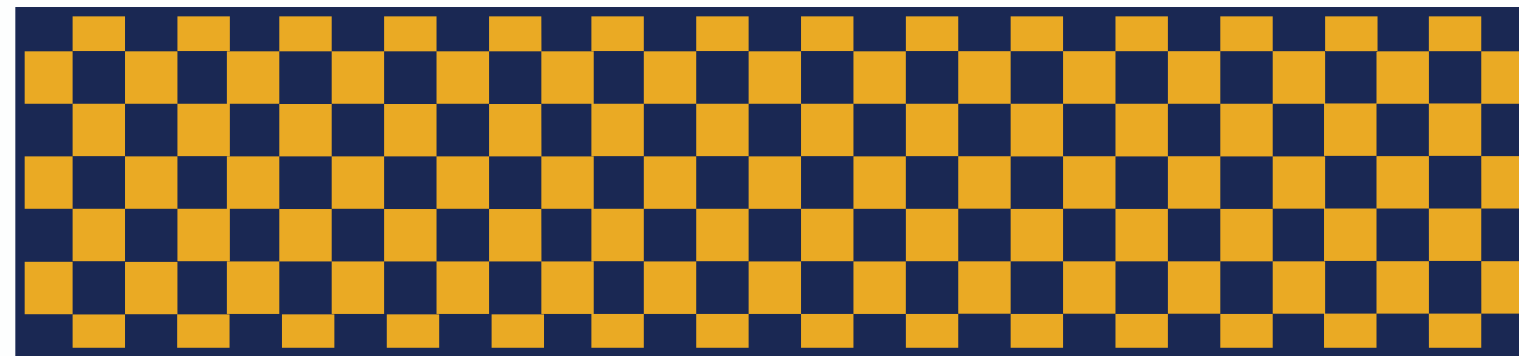
**THE RA JOB IS ONE OF
THE MOST IMPORTANT
POSITIONS ON CAMPUS**



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

Learn about the RA role. Come with examples that relateable 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.



WHAT DO WE NEED?



POSITIONS OPEN

111 student staff on campus, 99 RAs, Typically 10-15 positions (7), Waiting on returner process, study abroad, nursing, teaching, etc.

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!

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

2nd week of November Meeting





THANK YOU!

**Group
Interview**

Oct 20th & 21st
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
Group Interview
Times

Email

All communication
will come to
student emails
w/deadline. Check
it frequently.

