

**RESIDENT ADVISOR**  
**Application Process & Information Sheet**

**TO APPLY:**

**Step 1:** Complete and submit on-line RA Application at [www.uncp.edu/housing](http://www.uncp.edu/housing), under the Residence Life section, click on the employment opportunities link to apply.

**Step 2:** All applicants are required to attend 1 of 2 informational sessions scheduled on:

- Wednesday, February, 1<sup>st</sup> at 7pm in Pine Hall Multi-Purpose Room
- Wednesday, February, 8<sup>th</sup> at 7pm in Pine Hall Multi-Purpose Room

**Step 3:** Applicants are also required to attend 1 of 2 (One-Day) **RA Candidate Enrichment Workshops** scheduled for:

- Saturday, February 4<sup>th</sup> –Pine Hall Multi-Purpose Room, 9:30am-3:30pm
- Saturday, February 11<sup>th</sup> –Pine Hall Multi-Purpose Room, 9:30am-3:30pm

***Please contact Ms. Wanda Campbell at 775-4253 to schedule your weekend.  
Weekends will be assigned on a first-come, first served basis.***

**Step 4:** All applicants are expected to participate in the RA “Shadow” program which gives the applicants as opportunity to follow as RA while on duty to get a feel for the RA position. Applicants must contact current RAs to arrange a time.

- Print a copy of the RA Shadow Form.
  - ❖ (Appendix I, in the Employment Opportunities section)
- For a list of current RA’s please refer to
  - ❖ (Appendix II, in the Employment Opportunities section)
- RA Shadow Forms should be completed prior to scheduled interview and submitted during interview.

**Step 5:** RA interviews will be conducted beginning:

- Monday, February 20<sup>th</sup> and are expected to conclude by Friday, March 2<sup>nd</sup>. Qualified applicant will be contacted via telephone to schedule an interview.
- Hiring notification will be made on or before March 9<sup>th</sup>

Question regarding the application process should be directed to  
Cynthia Redfearn, Associate Director or Residence Life, located in UC Annex Suite 207.  
Additional contact information: 910-775-4131 or [Cynthia.redfearn@uncp.edu](mailto:Cynthia.redfearn@uncp.edu).

**APPLICATION DEADLINE:**  
**Friday, February 3<sup>rd</sup> 2012 by 5pm**