



## STUDENT STAFF SELECTION PROCESS

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Congratulations! You've chosen to take the first step in a journey towards helping others, developing yourself, and becoming a part of the Residence Life team.

To help you in this process, we've developed this guide. But if you have any questions, just reach out to a Residence Life staff member. Good luck!

### Step 1 – Attend an Interest Session

To learn more about our Student Staff positions we encourage you to attend one of our interest sessions. You'll get to know more about what being a part of Residence Life means and meet some of our amazing staff members.

**Interest Session 1: Wednesday, October 9<sup>th</sup> @ 3:00PM in PAC 217**

**Interest Session 2: Thursday, November 21<sup>st</sup> @ 7:00PM in The HUB**

**Interest Session 3: Monday, December 2<sup>nd</sup> @ 12:00PM in PAC 220**

**Interest Session 4: Tuesday, January 28<sup>th</sup> @ 7:00PM in the Fireplace Lounge**

### Step 2 – Apply for a Position

Complete the application form on our website under the Employment tab by January 31<sup>st</sup>. Be sure to fill out all questions completely and send your resume to [reslife@mckendree.edu](mailto:reslife@mckendree.edu) by January 31<sup>st</sup>. If you need help forming a resume, we encourage to see the Office of Career Services in Clark Hall.

### Step 3 – Interview

Our staff will reach out to you to schedule an interview with us on the **morning of Sunday, February 23<sup>rd</sup>**. Interviews will take no more than 30 minutes and will consist of several questions for our staff to get to know you better. This will also be a chance for you to ask us some questions! We ask that you dress in business casual attire for the interview.

### Step 4 – Group Process

The Group Process will take place in the **afternoon of Sunday, February 23<sup>rd</sup>**. The Group Process consists of several team activities that allow our staff to assess various skills, such as communication, leadership, teamwork, creativity, problem solving, and many more. We ask that you dress in business casual attire for the group process.

### Step 5 – Selection & Placement

The Residence Life professional staff take great time and care in choosing only the best student staff members and teams for our residential communities. Once selections have been made, candidates will be informed if they have been offered a position, as well as for which position and area, and will have 48 hours to provide an acceptance response. For those who are not hired immediately, we will place you on our alternate list with a possibility of filling a position at a later date.

THE OFFICE OF RESIDENCE LIFE

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