

## **New Residence Life Staff 2023-2024 Application Information**

Dear Residence Life Staff Applicant,

Thank you for your interest in the Resident Assistant (RA) or Summer Housing Assistant (SHA) positions. We are excited that you are exploring this opportunity! Being a member of the Residence Life staff provides you with the opportunity to develop valuable leadership and communication skills, build a welcoming and inclusive environment within the residential community, manage critical incidents, and work with a diverse team of students and staff.

We believe that Residence Life staff members are some of the most important student leaders within the Conservatory. Because of this, we select individuals whose skills, interests, and experiences are best suited for these enjoyable and demanding positions. It is our hope that you will find the application process to be an opportunity to learn more about yourself and about Residence Life.

### ***The application process includes completing all of the following steps:***

- **Complete and submit the following via email:**
- **Application:** The application is available online: <http://necmusic.edu/residence-life-staff-selection>. After submitting your application, you will receive a confirmation email. Priority review is reserved for completed applications submitted by the priority deadline of **Thursday, February 23rd, 2023 at 11:59pm ET**. However, applications will continue to be accepted.
- **One Recommendation:** All applicants must ask one person to complete recommendation forms which are also available online <http://necmusic.edu/residence-life-staff-selection>. The recommendation should be from a New England Conservatory staff/faculty member, or a former supervisor if you have held a prior job. Family members and other students, including current Resident Assistants or Graduate Assistants, should not submit recommendations on your behalf.
- **Cover Letter & Resume (OPTIONAL):** Please provide a current resume and cover letter. Your cover letter should highlight why you are interested in the position and what skills you have to offer. Your resume should include current and up-to-date information about your previous job and volunteer experience and extracurricular activities that may help you in this position. Visit Entrepreneurial Musicianship if you need assistance with resume-building and your cover letter: <https://necmusic.edu/em>.

**Attend a Group Interview:** Selected applicants will be offered a group interview slot. These interviews are approximately 3 hours long. Each applicant will be placed in one of the following group interview times

- Monday February 27th, 6pm-9pm
- Tuesday February 28th, 6pm-9pm
- Thursday March 2nd, 6pm-9pm

**Attend an individual interview:** For the applicants who pass the Group Interview stage, these applicants will be offered an individual interview. Individual interviews will take place March 6th - March 9th. Interviews will last approximately 30 minutes. Attire is business casual.

Again, I would like to thank you for your interest in working with Residence Life. If you have questions or concerns, please feel free to contact me via email at [Patrick.hazilla@necmusic.edu](mailto:Patrick.hazilla@necmusic.edu).

Sincerely,  
Patrick Hazilla  
Resident Director

## Residence Life Staff Application Timeline 2023-2024

**DATES/TIMES SUBJECT TO CHANGE!!!**

<b>Date</b>	<b>Action</b>
<b>Friday, 1/20/2023</b>	Applications available online: <a href="http://necmusic.edu/residence-life-staff-selection">http://necmusic.edu/residence-life-staff-selection</a>
<b>Info Sessions will occur in February 2023</b>	
<i>Priority review is reserved for completed applications submitted by the priority deadline. However, applications will continue to be accepted.</i>	
<b>Application Deadline: Friday, February 23, 2023</b>	<p>A completed application must include the following:</p> <ul style="list-style-type: none"> <li>● Completed application form (google form)</li> <li>● One complete recommendation (Your recommender should send your completed recommendation form directly to Patrick Hazilla via email.)</li> <li>● Cover letter and resume (Optional)</li> </ul> <p><i>*Application materials can be submitted separately. Only applicants who submit all required materials on time will be considered.</i></p>
<b>Monday, February 27th, 2023 – Thursday, March 2nd, 2023</b>	<p>Group Interviews</p> <ul style="list-style-type: none"> <li>● Interviews take approximately 3 hours (6pm-9pm).</li> <li>● please dress comfortably as we will be moving around.</li> <li>● you are welcome to bring snacks/drinks to have during any breaks in the interview.</li> </ul>
<b>Monday, March 6th, 2023 – Thursday, March 9th, 2023</b>	<p>Individual Interviews</p> <ul style="list-style-type: none"> <li>● Time to be determined based on candidates' schedules.</li> <li>● All interviews will take place in the Library first floor study rooms</li> <li>● Please wear business casual attire.</li> </ul>
<b>By Monday, March 13th, 2023</b>	Position Offer Letters sent to successful candidates via email.
<b>Monday, April 3rd, 2023</b>	Acceptance forms, signed position contract, and any additional documentation are due by 3:00pm ET.
<b>End of April 2023</b>	2023-2024 Residence Life Staff Social
<b>Summer Housing Assistants: Late May 2023 (Tentative)</b>	Training begins at 9:00am. Daily training schedule includes evening training sessions. Staff may not work at another job during this time and must be available for all of training.
<b>Resident Assistants: Fall Move-in Date TBD</b>	RAs must also be available for New Student Move-In and Returning Student Move-In.

Please contact the Residence Hall via email at [residencehall@necmusic.edu](mailto:residencehall@necmusic.edu) if you have any questions.