

Student Leader Recruitment New FAQ

Timeline Overview		
Process	Date (s)	Notes
Student Leader Application Available	Dec 1 at 9am-Jan 2nd at 9am	Applicants must have attended at least 1 information session
Applicant Grade & Conduct Checks	Jan 2nd at 12pm	
RA, TCRA & PASC Applicant Status Notification	Jan 9th at 9am	Via sjsu.edu email
RA, TCRA & PASC Interviews	Jan 22nd-Jan 26th	Via sjsu Zoom
RA, TCRA & PASC Interview Decision Notice	Feb 7th at 5pm	Via sjsu.edu email
CDA & SAA Applicant Status Notification	Feb 9th at 5pm	Via sjsu.edu email
CDA & SAA Interviews	Feb 19th-Feb 23rd	Via sjsu Zoom
CDA & SAA Interview Decision Notice	Feb. 28th at 12pm	Via sjsu.edu email

For questions related to compensation, terms and qualifications please review the according position description for the position(s) you are interested in learning more about.

Application FAQs

What are the requirements to receive an interview?

In order to receive an interview candidates must successfully complete and pass the following: Grade Checks, Conduct Check, Application, AND Attend at least 1 information session

What are the components of the application?

No ESSAY! Individuals who attend an information session will receive an email with the application when it opens. Application will contain components necessary to collect for HR purposes and questions based on aspects of the position description and information session. We encourage candidates to READ READ READ the resources and ensure they are being attentive to the information shared in the information session.

What score do you have to receive on the application?

In order to render an equitable recruitment experience we cannot share that information. Please note application score is one aspect of the assessment to move to the next step in the process. Conduct and GPA performance are also assessed as factors for a candidate's advancement in the process.

How many information sessions do I need to attend?

You only need to attend 1. Each session will provide the same information.

What if I have more questions after the information session?

Feel free to email the Recruitment & Selection team at reslife-student-staffing@sjsu.edu.

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I am going to be a senior next year. For Spring 2025 I will not need the full 12 credits. How will this impact me?

We do not require individuals to take more classes that are not needed to graduate for their Spring semester with the providing of proper documentation. Individuals who are hired to our roles will receive communication on the proper individuals to seek absence approval.

What If I don't meet the GPA requirements?What are/when are conduct checks?

Academic success of our student staff is important to us. Candidates who do not meet the GPA requirements will no longer be eligible for the position. Conduct checks are conducted at the close of the application in order to see which candidates are eligible for interview. ***If a candidate intends to contest a Fall 2023 grade they should do so prior to the date that grade and conduct checks will be conducted.*** Additionally, upon receiving an appointment offer, conduct and GPA checks are conducted at the end of the spring semester. If an individual who has received an appointment offer does not meet the GPA requirements and/or conduct status requirement at the end of the Spring 2024 semester, their appointment offer will be rescinded.

If I am interested in serving as an RA in a theme community (TCRA), how do I apply?

There will be a section on the application to note your interest in being assigned to a theme community. Applicants are able to select all theme communities of interest. Applicants must meet the theme community reference form requirements which indicates that for each theme community of interest a reference **MUST** submit name, email, and position of a viable SJSU reference SJSU Department linked to the specific Theme Community **or** Student organization that is related to the theme community (*individual providing reference must be president, vice president or faculty/staff advisor of organization*).

I identify as a DACA student, can I apply to these roles?

At this time, only the RA role would be an eligible position for a DACA student to be appointed into.

Do you all sponsor work visas for student employment?

No, we do not sponsor work visas. All applicants must possess the documentation required to be legally employed

If I apply but no longer want to continue in the process, who do I contact?

Feel free to email the Recruitment & Selection team at reslife-student-staffing@sjsu.edu.

Interview & Decision FAQ

How are interviews conducted?

The interviews will be via Zoom. Candidates who are eligible will receive an interview offer email based on the timeline above. Details of the interview will be outlined in that email. We will not be conducting group interviews this year. Our interview process will allow candidates an opportunity to conduct an interview with a professional staff member. Upon interview offer, there will also be information regarding accommodations requests, should candidates need that support. Candidates who are late or do not show up to the interview will no longer be considered for candidacy.

What should I wear to Interviews?

We **DO NOT** require candidates to be dressed in business attire; in this role that is not attire that you would be required to wear. We want to emphasize that the essential essence of this role is the uniqueness of individuals that exist in the role. It is important that our team members feel that they can be their authentic selves within this role. **For the interview: We want you to wear attire that best respects an aspect of who you are. This can be garments related to a student organization, sports team, family memory, culture, etc. We ask that individuals not wear attire that can be interpreted as biased, culturally insensitive, or excessively revealing (i.e. bikinis, topless, speedos, lingerie, etc.).** **If you have additional questions or concerns regarding attire please email reslife-student-staffing@sjsu.edu**

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Do I need to complete or bring a resume to my interview?

No. We will not be collecting or reviewing resumes.

What does it mean to be in the alternate pool for these student leader roles?

Our team is limited in staffing, as we cannot hire everyone who we believe may be fit for the role. The alternate designation means we saw you as a very viable candidate for that specific student leader position should additional positions become available.

General FAQs

Can I work another job or be involved in outside commitments?

Please review the specific position description for the position (s) you are interested in to learn about the specifics of outside commitment regulations for the role. Due to the requirements of the PASC role, RA/TCRA is not able to be a PASC as well.

Can I choose the community I want to work in as a Student Leader?

No. Through the interview we will gauge skills and experiences candidates have and allow opportunity to reflect on what they can bring to the residential experience. During staff selection, candidates are assigned to communities based on best fit. We encourage our candidates to have an open perspective and to not be siloed into only wanting to serve in one community.

When do these student leader positions start?

Our positions begin August 2024. The specific dates for each role are provided at the time decision letters are sent out to candidates.

When is training and can I be excused?

Fall 2024 training occurs in August, typically August 1st-move-in. The dates of training are specific to each role. Those dates are provided at the time decision letters are sent out to candidates. Training will be a hybrid of some online training requirements and in-person training requirements. Staff are required to attend ALL training.

What are the pay dates for hourly positions?

Hourly employees are paid by the university student employee payroll calendar. This is often on the 15th of each month however the exact date may fluctuate depending on holidays.

If I want to live on campus should I still plan to go through the returning resident process if I plan to apply for the RA role?

Yes. While we plan to extend offers prior to the returning resident process, it is imperative that candidates who have a desire to live on campus next year plan their finances accordingly in the event they are not appointed the RA position.

Why don't the other student leader positions receive housing?

The compensation of our various student leader roles are in line with CSU compensation expectations for the according position.

Can I apply for multiple positions?

Yes, within these guidelines. If you apply to be a TCRA your application will also be considered for the standard RA position so you do NOT need to submit that application. For each position you apply for, you will be required to sign up for an interview for that position; no one interview can contain all the questions for each position.

PASC FAQ

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What does a typical PASC week consist of?

PASCs conduct academic outreach with students through one-to-one interactions and academic support, offer community hours in the assigned communities and table, create marketing materials, and assist in the Academic Initiatives events.

As a PASC do we have a set schedule for every week or are we assigned with tasks with flexibility in completion?

The only set schedule during the week would be the PASC shifts at the Spartan Hub. There are due dates for the PASC projects and PASCs work flexibly towards completion.

Am I only allowed to get involved with Theme Communities assigned to me or can I work with other Theme Communities?

The assigned Theme Communities are the PASCs' main student focus. Collaborations are encouraged with other Theme Communities.

Is the work in-person or virtual?

The PASC position offers student engagement and academic support opportunities both in virtual and in-person modalities. There will be meetings with students and events offered in both modalities. PASCs are expected to be available for both on site and virtual work assignments at all times.

How often do PASCs meet with students?

PASCs with 80% of their time on academic support and Theme Communities expect to have weekly interactions with their students in the Theme Communities. Those can be in person, virtual, or via email. Additionally, at times during the semester, PASCs will have assigned students for academic support. PASCs with 80% of their time at the Hub will meet with students on occasion and mainly continuing students who reside in the Apartments community.

How often do PASCs work with faculty (Faculty-In-Residence)?

There is a strong collaboration between the PASC and the FIR teams. PASCs meet with the FIRs who oversee the same communities weekly and maintain regular electronic communication for planning and implementation of academic initiatives.

How is success evaluated in this position?

Meeting the requirements of the position description, be responsive to the needs of the team and students, complete PASC tasks and projects on time, collaborate with the Academic Initiatives team members.

How do PASCs support non-Theme Community students?

PASCs use similar academic support strategies for non-Theme Community students. PASCs build relationships with students through social events, offer academic support workshops in collaboration with faculty, and extend academic initiatives activities to all the communities.

CDA FAQ

What does a typical CDA shift consist of?

CDAs will monitor resident and guest tracking processes, verify incoming individuals are residents by checking their building stickers upon entry, provide excellent customer service by answering questions and guiding residents to appropriate resources, manage checking in/out community resource items, and provide lockout support to residents by issuing temporary access cards and hard keys.

SAA FAQ

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What does a typical SAA shift consist of?

SAA's assist their assigned professional staff member with administrative tasks that need to be completed within their specific area. These tasks can be anything from sending out emails, gathering materials, creating and organizing documents, etc. The SAA role typically does not have as much direct contact with residents as other Residence Life Student Leader positions. The SAA role focuses on handling back end work for University Housing Services so the department can operate smoothly and effectively.

RA/TCRA FAQ

What does a typical RA week consist of?

RA weeks vary from person to person; from community to community. No one RA can truly interpret what one can expect their week to look like. In a week, RAs often engage with residents, whether it be through intentional conversations, social interactions, conflict management, crisis support/problem solving, or resource support. Additionally, RAs attend weekly team meetings in which they engage in additional development. Lastly, varying from week to week, RAs serve as on-call/duty support for their community.

Why is the RA role not compensated in the same way as the PASC, CDA or SAA position?

By mandate of the California State University public university system, the RA role is designated as an appointed position compensated via **housing and a partial meal plan**. There are opportunities within the RA role where RAs are additionally compensated for their work (i.e. holiday duty, support with some large administrative process, etc.). Students who identify as DACA are ineligible for paid compensation.

What does RA duty typically look like? How often would I be on RA duty?

Duty varies from community to community due to the staff size. All communities implement duty rotations that prevent RAs being on duty each week; however there may be experiences in which an RA is on duty weeks in a row, and then weeks off in a row. Typically, RAs select a weekday that they are assigned to along with other team members, and they participate in that weekday rotation. With our current structure RAs work an average of 5-8 weekdays, depending on staffing size, a semester. Weekends are selected varied based on community however it often equates to RAs working 2-4 weekend days a semester depending on staffing size.

Week day duty -RA's start 'duty' at 5pm Sunday-Thursday and end at 8am the following day

Weekend duty - RA's Start 'duty' at 5pm Friday and end at 5pm on Sunday. Weekends are 24 hour shifts

What if I have a mandatory course that takes place on Tuesday night during team meetings?

Individuals who are hired to the RA role will receive communication on the proper individuals to seek absence approval.

Why are TCRAs required to submit a reference?

Due to the needs of the theme communities it is our preference that candidates expressing interest in being a leader of a specific theme community have demonstrated connection to a campus community entity related to the needs of that specific theme community population.

