



## Residential Life & Housing

301 W. Cary St., first floor  
P.O. Box 842530  
Richmond, VA 23284-2530  
(804) 828-7666

**RA/CA  
SELECTION  
2009–2010**

Schedule

### INFORMATION SESSIONS:

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**All applicants must attend one of the following Information Sessions.**

Monday, December 1	Noon	Student Commons, Forum Room
	5 p.m.	West Grace, GRC, Cary & Belvidere
Tuesday, December 2	5 p.m.	Rhoads Hall, Ackell Residence Center, Cabaniss Hall
Wednesday, December 3	5 p.m.	Brandt Hall, MCV Low-Rises
	5 p.m.	Student Commons, Forum Room
Thursday, December 4	5 p.m.	Johnson Hall, Broad & Belvidere, Ramz Hall
Monday, January 12	5 p.m.	West Grace, 1st Floor Lobby
	5 p.m.	GRC, 1st Floor Community Room
	7:30 p.m.	Rhoads/Brandt Community Room
Tuesday, January 13	5 p.m.	Rhoads/Brandt Community Room
	7 p.m.	Johnson Hall, 1st Floor TV Lounge
	7 p.m.	Broad & Belvidere Apts., 1st Floor Lounge
Wednesday, January 14	5 p.m.	Rhoads/Brandt Community Room
	7 p.m.	Cary & Belvidere
	7 p.m.	MCV Low Rises, 1st Floor Lounge
Thursday, January 15	6 p.m.	Ackell Residence Center, 1st Floor Community Room
	7 p.m.	Cabaniss Hall, 1st Floor Study Lounge
Friday, January 16	Noon	Student Commons, Forum Room

### APPLICATION DEADLINE:

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Wednesday, January 28, 4 p.m.

- New Applicant Submit (Due Friday, Jan. 30):
- Application
  - Résumé
  - Unofficial Transcript
  - Recommendations

Returning Applicants Submit: • Reapplication Portfolio

### SUBMISSION LOCATION:

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MP Campus: Residential Life & Housing Office, Cary & Belvidere, first floor  
MCV Campus: MCV Campus Housing Office, Bear Hall, Room 107.

Applicants will sign up for a Group Interview Session (I, II, or III) when they submit the application. (Applications cannot be e-mailed)

### GROUP INTERVIEW SESSION (NEW APPLICANTS):

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Friday, February 6, 2009

Group interviews will take place in 2-hour sessions. Afternoon and evening time slots are available. Candidates will sign up for times when submitting application materials.



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### **INDIVIDUAL INTERVIEW SESSION (NEW APPLICANTS)**

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Tuesday, February 11 – Friday, February 20

New candidates interview with Graduate Resident Director or Coordinator of Residence Education. Candidates will be contacted by their interviewer by phone and/or e-mail to schedule individual interview times.

### **PORTFOLIO PRESENTATIONS (RETURNING APPLICANTS):**

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Monday, February 9 – Friday, February 13

Returning candidates present portfolios to panel of Resident Directors and Coordinators of Residence Education. Candidates will complete an interview time worksheet upon submitting their application.

### **SELECTION:**

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Tuesday, March 17	Notification Letters (available at Cary & Belvidere or MCV Campus Housing Office, Bear Hall, Room 107, after Noon).
Tuesday, March 24	Deadline to accept position (written acceptance due to Cary & Belvidere by 4 p.m.)
Sunday, April 5	2009-2010 Staff Retreat