

January 21, 2008

Dear RA Applicant,

Congratulations on taking the first step in the RA application process for Fall 2008. We look forward to working with you on this process over the next few months. Please be advised, this letter contains several important dates for you to keep in mind over the upcoming months, as this process continues. Also note that the events on March 1st and March 2nd are required for the interview process; any conflicts must be discussed with RHD Larry or RHD Brian in advance.

Thursday, February 14, 2008 by 4:30 PM	RA Applications, essays, and an unofficial University Transcript are due to the Office of Residential Life and Housing by 4:30pm. <i>(Please note that your application will be screened)</i>
Friday, February 22, 2008 at 1pm	<u>Interview notification letters</u> are available at the Office of Residential Life and Housing. <i>(Should your application be moved to the next step of the process you will be asked to sign up for a group process time and an interview time. You must sign up in 100 Earle Hall by 4:30pm on Wed, Feb 27, 2008)</i>
Saturday, March 1, 2008 12pm and 3:30pm New Hall	Group Processes, New Hall 1 st floor lounge. Two sessions will be offered on this day. <i>(Please note that you will need to have your creative presentation prepared and you will be presenting it in front of your peers. This presentation should be 3-5 minutes and should describe who you are. Please inform RHD Larry at ResLifeLD@adelphi.edu if you require multimedia equipment for your presentation. Dress is Casual)</i>
Sunday, March 2, 2008 from 9am – 8pm Alumni House	<u>ALL RA Interviews will take place on this day.</u> RA Interviews will be held from 9am -8pm in the Alumni House. Interview slots will be scheduled for approximately one hour each. <i>(Interviews will be in “Round Robin” format. Please come in Business Casual to Business Formal)</i>
Tuesday, March 18, 2008 at 1pm	Notification letters are available at 1pm. You will be able to pick these up in the Office of Residential Life and Housing.
Monday, March 24, 2008 by 12pm	Letters of Intent are due to the Office of Residential Life and Housing by 12:00pm.

Minimum Qualifications for RA Position: Enrollment at Adelphi University as a full-time student for one semester prior to the beginning of the employment period; minimum of a 2.5 semester and cumulative grade point average (GPA) at the time of application and then maintaining of a 2.5 GPA thereafter; and satisfactory conduct record.

Thank you for your interest in the RA position, and we wish you the best of luck in the selection process. **If you have any questions, please contact your Residence Hall Director.**

Good luck!

Lawrence Coonfare, Jr.
RHD New Hall

Brian Kenny
RHD Chapman Hall