

Dear Applicant,

We are so excited of your interest in one of our student staff positions on campus. In order to better assist you in filling out your application we have a few points of interest and information.

- 1) In order to proceed through our hiring process successfully we require that a fully complete application packet be submitted. A complete application includes all 3 references and the actual application completely filled out.
- 2) Should you wish to explore the position descriptions for the jobs you are interviewing for check out our website at <http://reslife.cofc.edu/respro/employment.html>.
- 3) We are interviewing candidates for both the spring 2006 semester and the 2006-2007 school year. If you are interested in being employed for spring 2006 please designate this on your application.
- 4) Important Dates to Remember are:
 - October 23rd at 7 p.m. in Hawkins Lounge – RA Interest Session
 - October 26th at 9 p.m. in Berry Activity Room 1 – RA Interest Session
 - November 1st by 5 p.m. – Complete RA Applications Due to 40 Coming
 - November 13th from 7 – 9 p.m. – RA Roulette Group Interview Night
 - November 15th – 18th – Individual Interviews
 - December 2nd - Placement Letters Available at 40 Coming

We will be in contact with you regarding our process. But, in the meantime should you have any questions please do not hesitate to contact Heather Dykes, Assistant Director for Residential Living, at dykesh@cofc.edu.