

Lead Staff Candidate Process Outline

1. Attend an optional information session on a Tuesday or Wednesday in November 2016. [View info session times](#)
2. Apply online. Job posting goes up November 16-Dec. 2, 2016. To find the posting, visit Inside.Augsburg.edu and click “On-Campus Student Jobs.”
3. Find the position title of “Residence Life Lead Staff Member 2017-18.”
4. Submit your resume and cover letter and complete the application.
*If you are studying abroad in the spring of 2017, be sure to click on the link on the application to schedule an alternative time to interview. Alt. interview dates will be held Dec. 6-8, 2016.
These interviews are only for applicants studying abroad or those with extenuating circumstances preventing them from being present for regular interview dates.
5. Attend your interview/presentation which will be scheduled some time between January 10th and 11th.
6. Attend the RA carousel (group and individual interview) on January 12th. Lead staff candidates will be facilitating stations at this event as part of their interview process.
7. Offer letters will be sent to candidates on January 20th.
8. Acceptance letters from candidates must be emailed to Ted Nielsen at Nielsent@augsborg.edu no later than January 27th.