



Graduate Assistant for Residential Education

Process and timeline for applying for a Housing Graduate Assistantship

To apply for a graduate assistantship within the Department of Housing & Residential Education (HRE), please follow the process below:

1. Apply for Graduate School Admission

- a. Apply for admission into the Educational Leadership and Policy (ELP) Program by 4:00pm MST on January 11, 2018. More information about the program and the application can be found here: <http://elp.utah.edu/programs/m-ed/student-affairs/admissions.php>
 - i. ***Note:** Housing & Residential Education assistantship offers are contingent upon admission to a graduate program. Priority for Housing Graduate Assistantships will go to individuals enrolled in the ELP Program at the University of Utah. HRE will consider applicants from other disciplines but all candidates must be able to confirm acceptance to a University of Utah Master's or Ed.D/Ph.D. level program. Information below is specific to the ELP program; candidates should investigate timelines if applying to other academic programs.
 - ii. When completing the ELP application (or in communication following the application process) candidates should make sure to indicate their interest in a Housing Assistantship.
- b. Candidates will be invited to participate in interviews with the SLP faculty to be held via Skype or phone on February 7-10, 2018. Candidates will be notified of admission in the week of February 12, 2018.

2. Apply for Housing & Residential Education's Assistantship

- a. Apply for a graduate assistantship position within Housing & Residential Education by January 29, 2018. The application requires a cover letter and current resume. The application can be found here: <http://utah.peopleadmin.com/postings/71135>
- b. If attending OPE, you should be sure to include OPE mailbox information in your cover letter.

3. Interview With Our Team and Visit Campus

- a. If you are attending the Oshkosh Placement Exchange (OPE):
 - i. You may contact us with questions about our assistantship or to request an interview either through the OPE email system or by direct contact with the hiring coordinator, Jenni Schreiner, at jschreiner@housing.utah.edu.
 - ii. Qualified candidates will be contacted to schedule an interview with our team during the Oshkosh Placement Exchange (OPE) held on February 23-25, 2018. Interviews can be set-up in advance, but candidates should know that they must provide evidence of admission to an academic program to move forward in the process at OPE.

- b. If you are not attending OPE:
 - i. Qualified candidates will be contacted to participate in 1-2 Skype or phone interviews in mid-late February.

4. Visit campus

- a. All admitted students will be invited to attend Campus Preview Days on March 7-9, 2018. This visit will include ELP and academic specific experiences (such as interactions with ELP faculty, current graduate students, and fellow prospective students). Top candidates seeking Housing Graduate Assistantships will be invited to Housing specific activities to learn more about our department and position.

5. Learn about Admission Decisions and Assistantship Offers

- a. Initial admissions decisions and graduate assistantship offers will be granted as early as March 16, 2018.

Questions regarding this assistantship should be directed to:

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