Dear Residence Life Staff Applicant,

Thank you for your interest in the Resident Assistant or Summer Housing Assistant positions. We are excited that you are exploring this opportunity! Being a member of the Residence Life staff provides you with the opportunity to develop valuable leadership and communication skills, build a welcoming and inclusive environment in the Residence Hall, manage critical incidents and administrative tasks, and work with a diverse team of students and staff.

We believe that Residence Life staff members are some of the most important student leaders within the Conservatory. Because of this, we select individuals whose skills, interests and experiences are best suited for these enjoyable and demanding positions. It is our hope that you will find the application process to be an opportunity to learn more about yourself and about Residence Life.

The application process includes completing all of the following steps:

- **Attend one Residence Life Staff info session:** It is highly encouraged that you attend one (1) info session. Info sessions are scheduled to be held in the Residence Hall, 241 St. Botolph, and Jordan Hall. Please refer to the timeline for a list of dates, times, and locations.

- **Complete and submit the following via email no later than 5:00pm on Friday, January 24, 2020:**
  - **Application:** The application is available online: [http://necmusic.edu/residence-life-staff-selection](http://necmusic.edu/residence-life-staff-selection). Applications should be submitted as an attached PDF via email to steven.sweat@necmusic.edu. Only electronic submissions submitted by the deadline will be accepted. After submitting your application, you will receive a confirmation email.
  - **Two Recommendations:** All applicants must ask two people to complete recommendation forms which are also available online [http://necmusic.edu/residence-life-staff-selection](http://necmusic.edu/residence-life-staff-selection). One recommendation should be from a New England Conservatory staff or faculty member. Family members and other students, including current resident assistants or graduate assistants, should not submit recommendations on your behalf.
  - **Cover Letter & Resume (Optional):** Please provide a current resume and cover letter. Your cover letter should highlight why you are interested in the position and what skills you have to offer. Your resume should include current and up-to-date information about your previous job and volunteer experience and extracurricular activities that may help you in this position. Visit Entrepreneurial Musicianship if you need assistance with resume building and your cover letter: [https://necmusic.edu/em](https://necmusic.edu/em).

- **Attend an individual interview:** Select candidates who submit completed applications will be offered an individual interview. Individual interviews will take place in February 2020.

Again, I would like to thank you for your interest in working with Residence Life. If you have questions or concerns, please feel free to contact me at 617-585-1188 or email me at steven.sweat@necmusic.edu.

Sincerely,

Steven C. Sweat
Director of Residence Life and Housing
### Residence Life Staff Application Timeline 2020-2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
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<tbody>
<tr>
<td>Monday, December 2, 2019</td>
<td>Applications available online: <a href="http://necmusic.edu/residence-life-staff-selection">http://necmusic.edu/residence-life-staff-selection</a></td>
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<tr>
<td><strong>All applicants must attend one of the following info sessions. Info sessions will last approximately one hour.</strong></td>
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<tr>
<td>Tuesday, December 3, 2019</td>
<td>Info Session – Prevost Instruction Room, 3rd Floor of Library – 6:00pm</td>
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<tr>
<td>Wednesday, January 22, 2020</td>
<td>Info Session – Prevost Instruction Room, 3rd Floor of Library – 4:30pm</td>
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<tr>
<td><strong>Completed applications are due by 5:00pm. Applications must be submitted via email to Steven C. Sweat at <a href="mailto:steven.sweat@necmusic.edu">steven.sweat@necmusic.edu</a>.</strong></td>
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<tr>
<td><strong>Friday, January 24, 2020</strong></td>
<td>A completed application must include the following:</td>
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<td></td>
<td>- Completed application sheet</td>
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<td>- Cover letter and resume</td>
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<td>- Two complete recommendations (Your recommender should send your completed recommendation form directly to the Director of Residence Life and Housing via email.)</td>
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<td>*Application materials can be submitted separately. Only applicants who submit all required materials on time will be considered.</td>
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<tr>
<td><strong>Wednesday, January 29, 2020</strong></td>
<td>Selected candidates will be offered invitations via email to schedule an individual interview.</td>
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<td><strong>Monday, February 3, 2020 – Wednesday, February 12, 2020</strong></td>
<td>Individual Interviews</td>
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<td>- Time to be determined based on candidates’ schedule.</td>
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<td>- All interviews will take place in the St. Botolph Conference Room.</td>
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<td>- Please wear business casual attire.</td>
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<td><strong>Friday, February 14, 2020</strong></td>
<td>Position Offer Letters sent to successful candidates via email.</td>
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<tr>
<td><strong>Monday, February 24, 2020</strong></td>
<td>Acceptance forms, signed position contract, and any additional documentation are due by 5:00pm.</td>
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<tr>
<td><strong>Wednesday, March 25, 2020</strong></td>
<td>2020-2021 Residence Life Staff Social</td>
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<td>- 7:00-8:30pm</td>
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<td></td>
<td>- St. Botolph Conference Room</td>
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<td><strong>Summer Housing Assistants: Thursday, May 28, 2020</strong></td>
<td>Training begins at 9:00am. Daily training schedule includes evening training sessions. Staff may not work at another job during this time and must be available for all of training.</td>
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<tr>
<td><strong>Resident Assistants: Monday, August 24, 2020</strong></td>
<td>RAs must also be available for New Student Move-In and Returning Student Move-In.</td>
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</table>

Please contact Steven C. Sweat, Director of Residence Life and Housing, via email at [steven.sweat@necmusic.edu](mailto:steven.sweat@necmusic.edu) or phone at 617-585-1188 if you have any questions.