



## 2023 - 2024 Lead Resident Assistant (LRA) Process Timeline & Checklist

A LRA is considered to be someone who has served in the RA role through Fraternity & Sorority Life (FSL) or Housing and Residence Life (HRL) for 2+ semesters by August 2023 at Texas Christian University.

### How to Apply:

- Hall Director Meeting:** Meet with your Hall Director to determine if this is something you should pursue. Discuss pros and cons, strengths and opportunities for growth, and how to tell your story/share transferrable skills for this new position.
- Attend An Info Session:** All LRA candidates are encouraged to attend an information session to learn more about the position to determine if this is something you should pursue. You will have time to meet members of the Student Staff Selection Committee and an opportunity to ask questions.
  - a. **Wednesday, 11/30 @ 7:00 p.m. (Wright Media Center)**
  - b. **Friday, 12/2 @ 3:00 p.m. (Wright Media Center)**
- Show Your Interest:** Complete the 2023-2024 RA Intention Form with your Hall Director no later than **Wednesday, December 7, 2022.**
- Complete the Online Application:** Log onto [my.tcu.edu](http://my.tcu.edu) to complete the RA application by clicking on the housing icon no later than **December 18, 2022.**
  - a. You will check the Lead Resident Assistant Checkbox and Resident Assistant checkbox.
  - b. Candidates not selected for LRA, will be placed as a Returning Resident Assistant for the 2023-2024 academic year.
  - c. You will choose HRL Resident Assistant or FSL Resident Assistant, unless you would like to be considered as a dual candidate for both areas.
- Create Presentation & Sign Up for Your Interview:** All returning LRA candidates will create a 15-minute presentation and complete a 30-minute interview.
  - a. Staff will check position requirements and your eligibility prior to sending you information about LRA Presentations & Interviews.
  - b. Information for LRA Presentations & Interviews will be emailed to you after applications close on December 18, 2022.
  - c. LRA Presentations/Interviews will be held on **January 12, 2023 & January 13, 2023.**
- LRA Notification:** All LRA candidates will receive their offer letters no later than **Friday January 27, 2023** and must accept or decline their offer by **Wednesday, February 1, 2023** at 11:59 p.m. (CST)

The Department of Housing and Residence Life is responsible for creating the best team to support students in our residence halls. We reserve the opportunity to move staff members based on need in communities regardless of intent to move or staying in communities.

Failure to complete any part of the application or interview process can affect your status for candidacy.

Questions about this process? Contact Norma Ramirez at [norma.ramirez@tcu.edu](mailto:norma.ramirez@tcu.edu) or 817-257-6904.