



Candidate Timeline

The timeline for the paraprofessional staff selection process is listed below. Please review the following timeline. The timeline identifies those components that have specific day/time requirements as well as additional responsibilities that new staff members have in advance of stepping into the position.

- **October 11–January 20 at midnight.**
 - Applications and Video Submissions Due for ALL positions with a hiring date of Fall 2023
 - Applications are accessed through eRezLife
 - Links and information will all be accessible on the Residence Life Hiring Page
 - *Questions or access issues can be directed to Doug Kendrick (He/Him) at kendr1ds@cmich.edu*
- **October 26-January 11: Various Opportunities**
 - Please keep an eye out as programming will be held in each area of campus, the UC, and marketing materials will be posted throughout Residence Life complexes.
 - **Professional Staff Night #1 October 26, 7-8 p.m. with the MASS Office, in the Center for Student Inclusion and Diversity**
 - **Professional Staff Night #2 November 9, 7-8 p.m. with the Leadership Institute, November 9, 7-8 p.m. Powers 136**
 - **Professional Staff Night #3 in the Towers, December 1, 7-8 p.m. Kulhavi 146**
 - **Professional Staff Night #4 Virtual, January 11, Teams Link will be emailed out.**
- **February 6-17: In-Person Interviews**
 - In-person interviews: conducted.
 - Interviews will consist of 3 successive, 15-minute interviews located in Robinson Hall
 - Candidates will have the opportunity to meet around 6 Professional Staff members during their interviews.
 - *Candidates will receive a link to sign up for a time slot, and should arrive no later than 15 minutes early.*
 - *Candidates can direct questions to Jeff Smith, Jr. (He/Him) smith111@cmich.edu for questions.*
- **Before Spring Break**
 - Candidates will receive a letter indicating if they have been hired, selected as an alternate or “Free Agent”, or were not hired before leaving for spring break.

- **Post-Offer Expectations Include:**
 - Attend orientation and training sessions
 - Complete Learning in Community and other training assignments
 - Attend staff meetings/other meetings as required
 - Have individual meetings with the Residence Hall Director
 - Shadow staff on on-call nights (may include)
 - Attend Community Council meeting(s) (may include)
 - Work on bulletin boards and door decorations for the fall (may include)