

April 2024

Thank you for your interest in becoming a Community Assistant (CA) (formerly called Resident Assistants (RA)). We are looking for enthusiastic individuals who are committed to fostering an inclusive community to join our resident life team.

The CA selection process consists of two phases. The first phase requires the submission of a complete **Resident Life Application for Employment, Community Assistant Supplemental Questions, and a current resume**. Please ensure all submitted documents (application, supplementals, and current resume) are saved with your name, court number and description of the document (ie John Smith, 1700 court application).

Completed application materials are due on or before **Monday, April 29, 2024 at 4:29 PM** to the Sunnyside Apartments' Main Office or at **11:59 PM** via email to [aoliveri@apartments.utah.edu](mailto:aoliveri@apartments.utah.edu).

The position will be considered closed at that time. Any forms or information received after the closing time will not be considered. If hired, you may also be asked to complete I-9 Employment Eligibility Verification forms and supporting documents.

The second phase of the selection process consists of a review of the application materials and interviews with qualified applicants. When interviews are complete, all applicants will be notified. Final hiring decisions will be completed by May 9, 2024.

The selected applicants will be required to participate in an orientation and training program all day on **Saturday, May 18, 2024**. Selected applicants will also be required to complete a brief training checklist with the departing RA prior to the June 1, 2024 start date. Applicants must also be available for regular **Thursday morning meetings from 7:30-9:00 AM**.

A rent reduction based on the number of apartments in the assigned court begins June 1, 2024, and continues until May 31, 2025. CA's may be considered for additional years if their work has been satisfactory and CA has met all employment conditions.

Please carefully review the position description of the Community Assistants' duties before you apply. If you have questions about the application process, contact Valerie Green at [vgreen@apartments.utah.edu](mailto:vgreen@apartments.utah.edu).

Thank you for your interest.

Sincerely,

Valerie Green  
Associate Director of Resident Life

