



Checklist for New CA Applicants



Attend ONE information session

- Monday, November 17th @ 5:30pm in Roger Bacon 202
- Wednesday, December 3rd @ 6:30pm in Plassmann Lounge
- Thursday, December 4th @ 6:30pm in Roger Bacon 202
- Tuesday, January 20th @ 6:30pm in Roger Bacon 202
- Wednesday, January 21st @ 6:30pm in SSU 241-243



Ask For References

Your application will require two references. One reference must be a current Community Assistant and the second must be a member of the Siena Community (professor, coach, club advisor, etc). Ask your references ahead of time so they are aware you are having them to be a reference for you.



Prepare Your Resume and Cover Letter

All applicants will need to prepare a resume and cover letter to detail their skills and experience that are relevant to the job while also explaining why they should be considered for the Community Assistant position.



Complete "New Community Assistant Application 2026-2027"

After attending an Information Session, you will receive access to the formal application. Please complete the application in full. The deadline for the application is January 26th, 2026, by 12:00pm. There are no exceptions to this deadline.



Sign Up and Complete Individual Interview

Interviews will take place February 9th-February 18th. They will be around 20-30 minutes. You will receive email instructions on how to sign up for your interview. You must sign up by Friday, January 30th 2026. You will then be notified where your interview will take place.



Attend Group Process Day on February 21st

Location: Snyder Hall

Check In and Breakfast @ 8:30am

Welcome and Introductions @ 9:00am

Activities Begin @ 9:30am



Decision Letters & Request Feedback Meeting

Decisions will be sent to all applicants on Friday February 27th, 2026. If offered a position, instructions will be included on how to accept your offer. Offers must be accepted by Monday, March 2, 2026.

With those letters, there will be instructions on signing up for a feedback meeting. Feedback meetings are optional.



Attend "2026-2027 All Staff Meeting"

On Friday April 10th, 2026, there will be a mandatory all staff meeting for all hired Community Assistants in Roger Bacon.