

FAQ- CA Application & Selection Process

- **How many hours do CAs work per week?**

On average, CAs work 20 hours per week. Some weeks may require more work hours, like during Hunker Down with Housing/move in and fall training, but these additional work hours are discussed ahead of time. A typical work week will include some of the following activities: meeting with their supervisor, hosting educational events for residents, completing administrative tasks of the job, and meetings with fellow RAs and CAs.

The hours worked by CAs are considered non-traditional hours, and include weekend and evening commitments. Depending on what happens in the building/community, CAs may be asked to take on other duties. These additional duties may be based on special circumstances, such as providing assistance during an emergency, aiding in a crisis response situation, etc.

- **If I get the job, how will I be trained to do the job?**

All CAs go through training prior to move in. While the exact dates change each year, the training is generally the first couple of weeks of August. Specific details regarding the time, locations, and topics of training are shared over the summer.

Additionally, CAs will attend in-service trainings over the course of the academic year. New CAs also receive more in-depth training within the first several weeks over specific topics related to their role.

- **Do I get to pick the residence hall I work in, if hired?**

You may be asked for your preferences, but CAs are offered positions in halls where there are vacancies.

- **What do CAs get paid?**

CAs receive a monthly stipend. In addition, RAs receive housing and a Housing meal plan.

- **Can CAs work a second job, such as a note taker or on campus?**

Per UGA policy, students can work no more than 20 hours a week on campus. Because of the expectations of the job, it is not possible for CAs to work another job off campus and still meet the expectations of the job.

- **What happens if I miss the application deadline? Can I still apply?**

The CA application closes on December 15, 2022. Once the application is closed, it will not be reopened for late applications.

- **After I submit my application, what happens next?**

After the application closes, staff in Residential Programs and Services will check grades and conduct. Applicants must have a cumulative 2.75 GPA, not be on probation for the Office of Student Conduct, and have no outstanding sanctions from the Office of Student Conduct or Housing. If students meet these requirements, the next phase will be review of the letter of interest and invitation to interview.

- **Is it possible to work for only a semester as a CA?**

When an offer is made to work as an CA, the expectation is that acceptance is for the full academic year (August to May). If there is a possibility of an interruption to employment (i.e., mid-year graduation, study abroad, intentions to transfer, etc.), you should discuss these with the person offering the job.

- **I want to raise a service puppy. Is that possible as a CA?**

Because of the role CAs have in working with a number of residents, CAs may not raise a service puppy or serve as an alternate raiser.

- **Do I have to sign up for housing to be eligible for the CA role?**

The process of signing up for a room within in University Housing and the hiring process for CAs are not related. If you do not wish to live on campus for the next academic year, you should not go through the University Housing room sign up process. If you choose to sign up for housing, you will be held to all provisions outlined in the Housing contract, including the payment of cancellation fees if you decide to no longer live on campus.

- **I want to live on campus next year. What happens if I sign up for housing but get the CA job?**

If you are offered an CA position and accept, any funds you have paid for the room sign-up are credited to your student account. For specific information regarding returning resident room sign up, please visit <https://housing.uga.edu/register/?nav=cs> or call the Housing Assignments Office at 706-542-1421.

- **I really want to be a CA. What resources are available to help me in the job application and interview process?**

There are wonderful job application materials from the UGA Career Center. You can access these resources at www.career.uga.edu. You can also schedule and appointment via Handshake or visit during drop-in hours (for hours check the Career Center's website for specific dates and times).