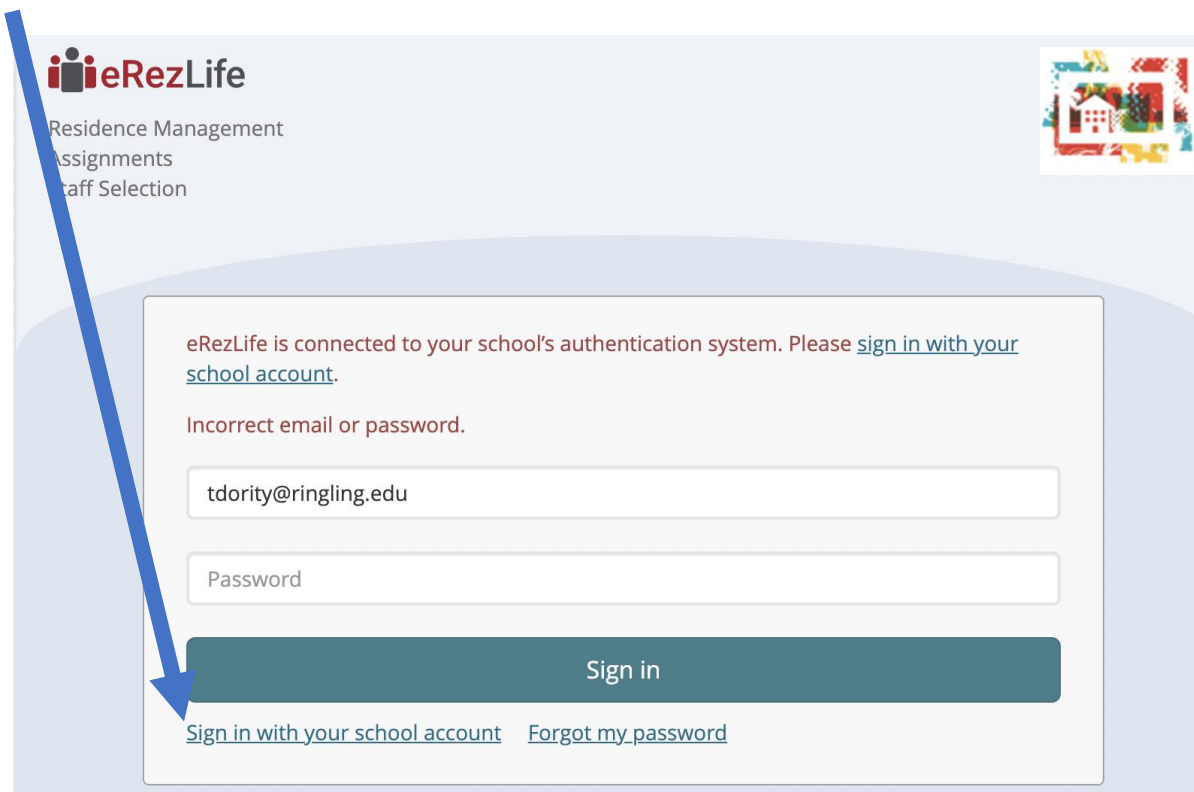


# eRezLife – Applying to be a Resident Assistant (New applicants)

The Office of Residence Life is using eRezLife for RA applications. This quick guide will help you through the application process. You can also view the video guide to the process by [CLICKING HERE](#).

**Step 1:** go to [ringling.erezlife.com](http://ringling.erezlife.com) and sign in using your Ringling login information.

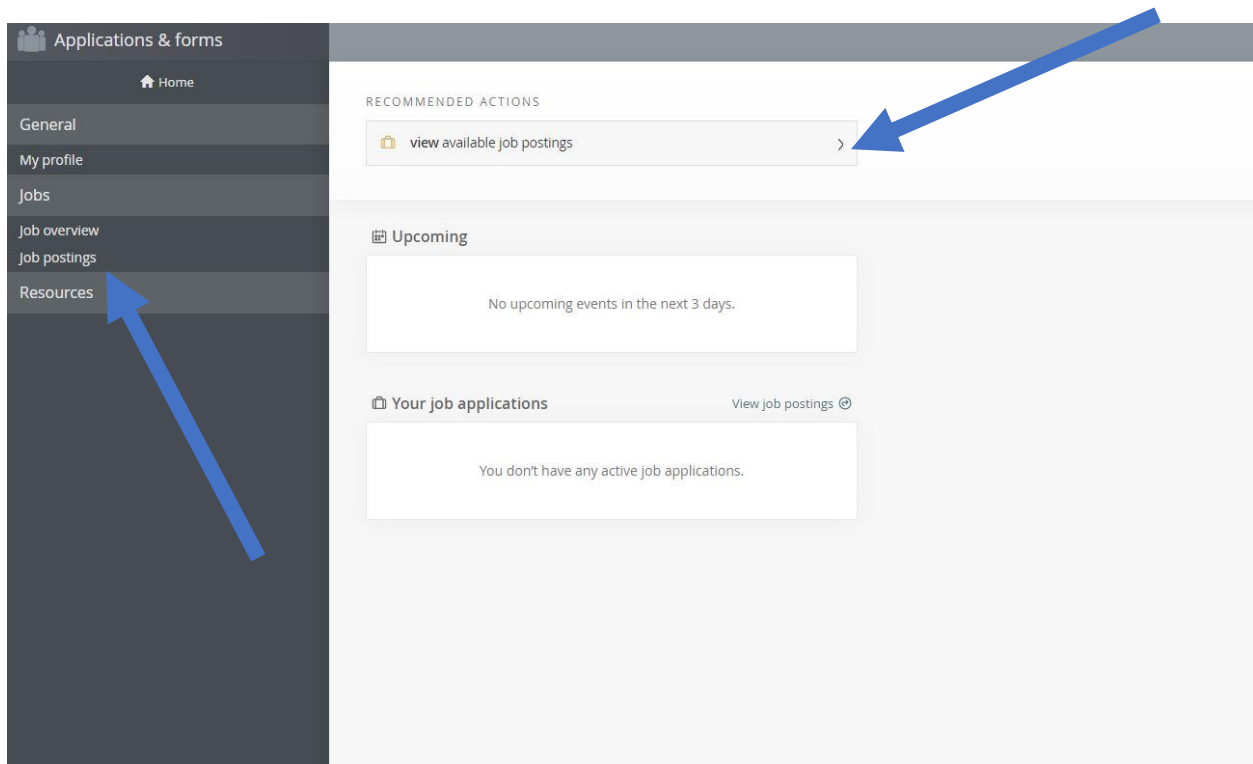
1. If the site redirects you to a Microsoft Verification site, use your login username and password **WITHOUT** the C. before Ringling.edu
  - a. For example, if your login username is [tdority@c.ringling.edu](mailto:tdority@c.ringling.edu), you would type in [tdority@ringling.edu](mailto:tdority@ringling.edu).
2. If the site goes directly to eRezlife, **Click on “sign in with your school account.”** You will be prompted to sign in using Ringling’s authentication system.



The screenshot shows the eRezLife login interface. At the top left is the eRezLife logo and navigation links: Residence Management, Assignments, and Staff Selection. At the top right is a small house icon. The main content area contains a message: "eRezLife is connected to your school's authentication system. Please [sign in with your school account](#)." Below this is an error message: "Incorrect email or password." There are two input fields: the first contains "tdority@ringling.edu" and the second is labeled "Password". A large blue arrow points from the top left towards the "Sign in" button. Below the button are two links: [Sign in with your school account](#) and [Forgot my password](#).

**Step 2:** Once logged in, you must fill out your profile. Please type your name and Ringling email into your profile. You will then be directed to the home page, where two ways exist to access the Resident Assistant posting.

1. On the left side of the panel, click Jobs and then Job Postings.
2. Under “Recommended Actions,” click on “View available job postings.”



**Step 3:** The office's job postings will appear. Click on the hyperlink to the position.

The screenshot shows a web interface with a dark sidebar on the left containing navigation links: Home, Calendar, Help, General, My profile, Assessments, Jobs, Job overview, Job postings, Housing, Forms, and Resources. The main content area is titled 'Job posting (1)' and contains a search bar, a welcome message, a link to '2025 - 2026 Resident Assistant', a detailed job description, and an 'Application deadline' section. The deadline section features two calendar widgets: 'New Resident Assistant' with a date of Jan 17, 2025, and 'Returning Resident Assistant' with a date of Jan 17, 2025. A blue arrow points from the top right towards the job title link.

**Step 4:** You will see the job description and the application deadline. To start your application, click the green button that says Apply Now.

## 2025 - 2026 Resident Assistant

Job dates: Aug 6, 2025 to May 11, 2026

The Resident Assistant (RA) is responsible for actively working with the residents to develop a sense of community through ongoing communication, program development, and enthusiastic commitment to an environment conducive to personal, social, cultural, intellectual, and artistic growth. As such, the Department of Residence Life expects that students accepting these positions will exercise the highest standard of moral and ethical conduct in performing their duties. In addition to monitoring behavior, the Resident Assistant should help each student realize their academic and artistic potential, achieve maximum benefits from college life, and develop a sense of responsibility for a shared community.

### Application deadline

New Resident Assistant	Returning Resident Assistant
Jan	Jan
17	17
2025	2025

Apply now

### Location openings (43)

- 6 Bayou Village
- 5 Bridge Hall
- 4 Campus Houses
- 2 Cove
- 1 Family Housing
- 8 Goldstein Hall
- 9 Greensboro Hall
- 2 Keating Hall

**Step 5:** If you have never been an RA during the academic year, please click on New Applicant. The circle will turn green with a checkmark. Then click Apply now.

## Select applicant group

Please choose the applicant group that best describes you for the job 2025-2026 Resident Assistant.

<input type="radio"/>	<b>New Resident Assistant</b> Select this form if you have never been an RA (during the academic year) at Ringling College of Art and Design. This is for the 2025-2026 academic year.	Application deadline <b>Jan</b> 17 2025
<input type="radio"/>	<b>Returning Resident Assistant</b> Select this form if you are currently an RA at Ringling College of Art and Design	Application opens <b>Nov</b> 4 2024 Application deadline <b>Jan</b> 17 2025

[Apply now](#)

**Step 6:** Complete all the sections within the application.

The screenshot shows a web application interface for 'Applications & Forms'. The left sidebar contains navigation links: Home, General, My profile, Jobs, Job overview, Job postings, 2023-2024 Resident Assistant, and Resources. The main content area is titled 'General Information' and includes the following fields:

- First Name \*
- Last Name \*
- Preferred Name \*
- Pronouns (dropdown menu: - select one -)
- Ringling Email Address
- Cell Phone # \*
- Preferred Contact Method \* (checkboxes for Email, Cell, Either)

**Step 7:** Applicants will submit video recordings of themselves answering the short answer questions. This is to prepare students for the job market as more companies are doing short video answers for their applications. Residence Life suggests recording the answer through a Zoom meeting and recording it to the cloud.

1. Sign into Zoom.
2. Click New Meeting
3. Click Record
  - a. Then click “Record to Cloud.”
4. Record the short answer.
5. We suggest a new recording for each answer.
6. Once the files have been uploaded into the cloud, log into Zoom and go to “Recordings and Transcripts.”
7. Click Share and copy the shareable link.
8. Paste the link into the appropriate question.

Please see the walkthrough video if you have any questions on this portion.

**Step 8:** Applicants will be asked to submit a flyer that shows their creative side and how they would market their event! Applicants should be aware that flyers should not be more than 32MB in size. Residence Life recommends saving the application first before uploading the flyer. If a flyer is too big, eRezlife will reset the page, erasing all the information. Please make sure to save the document before uploading the flyer.

**Step 9:** All applicants are required to submit a resume and three references. If you need assistance with a resume, don't hesitate to contact Career Services at [talent@ringling.edu](mailto:talent@ringling.edu). Please follow the directions on who should be a reference.

**MAKE SURE THE EMAIL IS SPELLED CORRECTLY!**

Overview Applicant group Questions Supporting docs Submit

incomplete

## Supporting documentation

### Résumé

Upload résumé  No file chosen 

Link résumé

Enter résumé

[Cancel](#)

**Step 10:** Review the agreement and check the box you understand and agree to below items. When you are complete, click Submit.

## Submit application

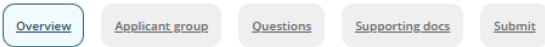
To submit your application, ensure that all items below have been completed. Once your application is submitted, it will be ready for processing. Note that the application submission deadline is Jan 17, 2025 and you may update your application up until this date.

- I have filled out my job profile
- All applicable job application questions have been answered
- I have attached a résumé to this application

By checking off this item, I declare that I understand and agree to the following:

- if hired, you will be able to attend all important dates that is apart of the RA position.
- if hired, you understand that the RA position comes before any other jobs and clubs and organization.
- if hired, you will be available for Fall Training/Opening (Beginning of August)
- if hired, you will be available for the RA Welcome Lunch that takes place in March.
- All information provided and contained within this application is truthful and accurate to the best of my knowledge.

**Step 11:** Once you have submitted successfully, you will see a green checkmark in the right corner of the position title.



Your application was submitted on Oct 31, 2024 10:53 AM

Application deadline is Jan 17, 2025

[Withdraw application](#)

## 2025 - 2026 Resident Assistant

Job dates: Aug 6, 2025 to May 11, 2026

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### Application deadline

New Resident Assistant	Returning Resident Assistant
<b>Jan</b>	<b>Jan</b>
<b>17</b>	<b>17</b>
2025	2025

After this step, the selection committee will review your application and let you know the next steps after the application closes. All communication will require you to log back into eRezLife.