UMBC Residential Life Paraprofessional Positions

Frequently Asked Questions

What is a paraprofessional?
A paraprofessional is a position at who are responsible for performing specialized roles. For UMBC Residential Life, this is an umbrella term for our Desk Manager (DM), Maintenance Assistant (MA), and Resident Assistant (RA) positions.

I am a first semester UMBC student and do not have a GPA. Can I apply?
Yes! The hiring process takes place during the spring semester, so your fall grades will be available. You must earn at least a 2.50 cumulative GPA in order to go through the hiring process.

I am a commuter. Can I apply to be a paraprofessional?
Yes! Off campus residents are welcome to apply for a paraprofessional position. If you should be hired, you will be required to live on campus.

Do all applicants receive an interview?
Not necessarily. The number of interviews that are conducted are based on the number of available openings. Applications will be evaluated and interviews will be offered based on those evaluations.

Who should I get to write my reference?
References should be someone who is able to speak to the qualifications needed for the position. It is preferred that one of the references be from Residential Life, for example, a full-time staff member or a member of our paraprofessional team, like a Resident Assistant. You could also ask a former employer or a professor with whom you have worked. A reference should not be a family member.

What if I can't make it to my interview?
Interviews will be held on February 18th and 19th (Make-up dates - February 25th and 26th). You will be able to sign up for a time that works with your schedule. Should an emergency occur on the day of your interview, we will work with you to reschedule, if schedules allow.

Can I choose the building in which I work?
No. Staff assignments are based on the needs of the communities. Staff teams are carefully chosen to create teams that can best meet the needs of each community. If you have a particular interest in working with one of our Living Learning Communities (LLC), you’ll be able to express that interest in your application.
I plan on graduating in December or doing Study Abroad in Spring 2022. Can I apply?
Unfortunately, no. The employment period for the paraprofessional position is for the entire 2021-2022 academic year and it is expected that you would work for the entire year.

I am going to student teach full-time or have a full-time internship in the fall. Can I apply?
Student teaching and full-time internships are not permitted for someone in their first semester in the job. Secondary employment of any kind, on or off campus, is strictly limited and must be pre-approved. This includes, but is not limited to, involvement in intercollegiate/club athletics, student teaching, applied learning experiences, and organizational leadership positions.

Will the paraprofessional assistant position result in changes to my financial aid offers?
If you receive financial aid, your aid package MAY be affected by the position. It is your responsibility to check with the Financial Aid Office to determine if accepting a position will change your aid package.

How much am I compensated for the position?
As a paraprofessional, you will receive a single room either in an apartment or in a residence hall. You will also receive a Terrific 12 meal plan. If you would like a larger meal plan you will be responsible for the difference in price. You will also receive a $275 stipend each semester.

I am currently away from campus. Can I apply for a student staff position?
Yes! The hiring process, including interviews, will be held virtually, so you are able to participate even if you are not on campus. Should you be hired, you would be required to live on campus as a part of your position.

What are the GPA requirements?
Applicants must have a 2.50 cumulative GPA to apply for the position. Successful candidates must maintain a 2.50 cumulative GPA and a 2.25 semester GPA at the end of the spring 2021 semester. Applicants must be undergraduate students for the 2021-2022 academic year. Applicants who are enrolled in a combined BS/MS program are eligible to apply if they have not yet received their bachelor’s degree.

What are the conduct requirements?
You must be in good conduct standing, which means you cannot be on Disciplinary or Residential Life probation to start the position. Once hired, you must remain in good conduct standing to continue in the position.
I am not a citizen of the United States. Are there any special considerations? You do not have to be a US Citizen to work as a paraprofessional, although you do have to have a Visa that allows you to work in the United States. For questions about eligibility, you should contact the Student Affairs Business Services Center at 410-455-1784.

How are references contacted? When will this occur? References are contacted through email once you submit your completed application. References are due back no later than January 22, 2021. You should follow up with your references to be sure they have submitted their reference.

How will I be notified about my candidate status? The selection committee will contact you with information throughout the process using your UMBC email account. It is important that you check that email frequently for any updates.

I've signed up for an interview, but I don't recall the date, time or location. Where can I find it? You should make a note of the date and time that you select for your interview. All interviews will be held virtually via WebEx. Information will be sent with the WebEx login information for your interview.

If selected for a position, can I also be Woolie? No. Because of the time commitment needed for both positions in August, Residence Life staff members are not able to serve as Woolies.

What does it mean to be an Alternate? Being chosen as an alternate means that you are qualified for the position, but we do not have enough vacant positions to offer you a job at this time. Alternates can be placed over the summer or during the academic year should a position become available. If you are not offered a position during the 2021-2022 academic year, you are guaranteed employment for the 2022-2023 academic year as long as you still meet all eligibility requirements.

What is the time commitment for paraprofessionals? Paraprofessionals are expected to spend about 20 hours each week. Paraprofessionals are also required to attend training prior to the Fall and Spring semesters.

If I have a pending conduct issue, can I apply? Yes! Just because you may go through the conduct process doesn’t mean that you’ll end up on probationary status which would make you ineligible for.
Do Resident Assistants (RAs) really plan events?
Yes! RAs plan events to help build community in their residences and to provide opportunities for learning new skills. If you have not planned an event before, you'll be able to work with the Lead RA and Community Director of your community to learn more about event planning.

If I am a sophomore, can I be an RA in one of the apartments?
Yes! The only restriction that exists is that RAs in Walker Avenue must have at least 39 credits to be placed there.

How will I be trained for my position? What are the training dates?
All paraprofessionals will be trained prior to starting their position. Training usually begins in mid-August and goes through the opening of the residential communities. The training schedule does not allow for staff to work jobs or internships during the training period.

Can I apply for more than one position? How does the selection process work if I apply for more than one position?
You can apply for one, two, or all three paraprofessional positions. You will have the opportunity to rank your interest between the positions that you apply for.

What should I do if I am confused?
If you have any questions throughout the hiring process, you should email the Selection Committee at reslifeselection@umbc.edu.