



**Western Michigan University
Higher Education and Student Affairs (HESA)**

**HESA Info & Interview Day
Information and Frequently Asked Questions (FAQ)**

WMU HESA Info and Interview Day 2024 FAQ

- **The HESA Info and Interview Day is in-person on Fri., Feb. 16, 2024, with some additional optional activities the night before.** The program session is designed to help you learn more about HESA, the curriculum, and connect with members of the WMU community. It will also provide the opportunity for admitted students to interview with departments that are hiring graduate assistants (GA).
- Follow us on Instagram @wmuhesa

Graduate Assistantships (GA)

- Admitted HESA students will be able to interview with offices offering GA positions. Offices may also conduct prescreening interviews prior to HESA Info & Interview Day or may offer second round interviews afterwards. If applicable, offices will arrange these virtual interviews directly with students.
- Many offices from a wide array of student services areas anticipate GA openings for the 24-25 academic year. Anticipated offerings will be in Residence Life, Office of Student Engagement, Seita Scholars, enrollment management areas, and more.
- **Students who are offered GA positions should accept or decline positions as soon as possible, but no later than the [Council for Graduate Schools](#) deadline of April 15, 2023.**

FAQ's

Who is invited to HESA Info & Interview Day?

In order to participate in the HESA Info and Interview Day, a student must be accepted into HESA.

All students (full- and part-time) who are accepted into the HESA master's concentration, whether participating in GA interviews or not, are strongly encouraged to participate in the HESA Info Day. HESA GA Interviews are designed to help newly-admitted, full-time HESA students obtain GA positions.

HESA Certificate students are also encouraged to attend the HESA Info Day and other events but are not eligible to apply for GA positions.

Am I required to attend HESA Info Day?

No one is required to attend HESA Info and Interview Day, although it is highly recommended. While we understand that everyone is not able to attend, it is a recommended event if you are interested in learning more about the HESA or are seeking a graduate assistantship. If you are facing a financial hardship, please let us know. While WMU does not provide funding, we may be able to offer ideas or other options to reduce the financial burden.

What if I cannot attend HESA Info Day?

If you are not able to attend HESA Info Day, we will still provide your name and resume to GA employers, but it is very beneficial for students to attend the HESA Info and Interview Day.

What are graduate assistantships (GA) and should I apply?

The majority of full-time HESA students who do not already work full-or part-time in higher education hold graduate assistant (GA) positions. HESA students not already working in higher education are encouraged to, but are not required to, apply for a GA. A GA position can be research, teaching, or service based, though the majority of HESA students hold GA positions that are service based.

More information about GA positions can be found at the [WMU Graduate College website](#). Students in HESA hold GA positions across campus and at other nearby colleges, such as Kalamazoo College. The areas open for GA positions vary from year to year depending on the needs of each department.

GA positions are competitive employment positions, meaning that these are positions posted by an office; the office is interviewing multiple students for a position; that office decides who to interview and hire. HESA is here to help facilitate this process and HESA wants to support you. We do offer admitted students' resources about creating resumes, interviewing, and networking as part of our process.

What offices will have open GA positions?

Each year the offices that hold positions vary. Students have held GA positions in areas such as: Academic Advising, Admissions, Bernhard Center (student union), Office of Student Engagement, Financial Aid, Fraternity and Sorority Life, Career and Student Employment Services, Financial Aid, Office of Institutional Effectiveness, Lee Honors College, Residence Life, Student Recreation Center, Division of Multicultural Affairs, Seita Scholars, Upward Bound, Office of Precollege Programs, Office of Student Transitions, Health Promotion and Education, Office of the President, and more.

What is the compensation for GA positions?

Compensation is determined by the department offering the GA position. GA positions are generally full-time, but some may be half time or have other arrangements. A full-time GA offer will cover fall and spring tuition and include a salary stipend. Some GA positions may cover partial or full summer tuition, but that is determined by the individual office. Generally, GA positions are offered for a year at

a time with most students serving at least two years in a position. The details and offer specifics are arranged with the individual department, including whether they will cover out-of-state tuition.

More information about GA positions can be found at the [WMU Graduate College website](#). Students may view all tuition and GA compensation rates [here](#).

What is the GA HESA Interview Day interview process?

The HESA program works with students and WMU offices to help facilitate GA interviews; **however, the offices will make final offers.** These are competitive application positions.

You will be asked to submit a resume that we will share with employers; please have a professional in student affairs review your resume!

We will share your resume with all of the GA employers and they will decide who they would like to interview. Some offices may choose to conduct first-round pre-screening interviews. Before you attend HESA Info and Interview Day, you will be sent a list of the available GA positions and you will be asked to rank those positions. Please note that although you may rank an office high, it may not be interested in interviewing you.

You will receive a schedule and the name of the GA employers with whom you will be interviewing prior to the event.

When will employers contact me?

If GA employers are conducting prescreening interviews they will likely contact you sometime between Feb. 1 – Feb. 15 if they are doing prescreening interviews. If employers are doing second round interviews, they will likely contact you Feb. 19 - March 1 to set up additional virtual interviews. **Offices can begin making offers on Mon., Feb. 19 and offers will continue for several weeks.**

How will employers contact me?

Employers will contact you via email or phone. This means you should check your email regularly. They will contact you via the email on the registration form or the email on your resume. If these do not match, be sure to check both your email accounts regularly.

Additionally, some employees may be working from home, so may be using their personal cell phones, so the number may not be from Kalamazoo. If you do not feel comfortable answering unknown numbers, please make sure your voicemail is set-up and people are able to leave messages (aka your voicemail box is not full).

What are the logistics (food, travel, etc.) for HESA Info and HESA Interviews Day?

Students should wear professional clothes, comfortable shoes, have a few copies of their up-to-date resume printed, and a notebook and pencil available. The day will include snacks and lunch.

Directions to Kalamazoo, MI can be on [WMU's admission page](#) . There is also information about [hotels](#). Please feel free to ask if you have questions about hotels, and as the time approaches, we may have some specific recommendations.

Please allow yourself plenty of time to get to campus. Winter can provide some unexpected surprises and we want you to be safe.

There may also be options to stay with current HESA students. If interested, please email elrt_hesa@wmich.edu your name, email, telephone number, and whether you are seeking (a) non-smoking environment, (b) are comfortable with pets, and (c) the preferred or required gender identity of your hosts (female, male, does not matter). We will share this information with students who have volunteered to host admitted students and share the volunteers' emails and telephone numbers with you. Please note, it is up to you to make and finalize arrangements after the initial email has been sent.

How can I get ready for HESA Interview Day?

You will be asked to submit a resume that we will share with employers. **Please have a professional in student affairs review your resume!** We recommend that you meet with a mentor or student affairs professional on your campus or in the field of student affairs. Many of them have great advice and can review your resume for you or discuss potential interview questions. If you do not have a mentor or professional you can meet with, please let the HESA Info Day team know and we will assist you in getting your resume reviewed.

After you receive your interview schedule, we suggest that you take time to review the job description, the department's website and write down questions you may have about specific departments, etc. It is helpful for students to have a working knowledge of WMU, the department, and HESA before the interview.

What if I don't find a GA position during HESA Interview Day?

Not everyone is guaranteed to secure a position after HESA Info and Interview Day. This can be for many reasons, including the number of positions available. Not all WMU offices or campus partners may have posted their positions by HESA Interview Day; thus, even after the event, new positions may become available. We will keep students who are interested in WMU informed of new positions as the HESA program becomes aware of them.

Additional opportunities for campus positions are posted on [WMU's Handshake platform](#). Stipend information varies by office, and information can be obtained during the interview process and through the [WMU Graduate College](#).

Notifying WMU of Your Attendance

We know you have many choices and a lot to consider before making a decision about where to attend graduate school. We understand that many graduate candidates apply and interview for multiple programs. **Students are encouraged to notify HESA regarding their decision to attend WMU as soon as possible.** The Council of Graduate Schools developed a "Resolution Regarding Graduate Scholars,

Fellows, Trainees, and Assistants” which many graduate institutions (including WMU) have agreed to uphold. It states that students have no obligation to respond to offers prior to April 15. For the complete details of the resolution and a complete list of institutions that have agreed to uphold the resolution, review the [Council of Graduate School Resolutions](#). We encourage a response to offers as soon as possible.

Additional Questions?

If you have additional questions about the HESA program or HESA Info and Interview Day, please contact us at elrt_hesa@wmich.edu.

If you want to visit WMU outside of the HESA Info & Interview Day schedule you can let us know or you can contact the WMU Graduate College who can assist you in arranging a visit <https://wmich.edu/grad/future-students/visit-our-campus>.

2023-2024 HESA Info and Interview Day Team

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