Higher Education and Student Affairs (HESA) Leadership
HESA Leadership Interview Days – Frequently Asked Questions

What is HESA Interview Days?
HESA Leadership Interview Days is a two-day program where you will learn more about the M.A. in Educational Leadership concentration in Higher Education and Student Affairs (HESA). The HESA Leadership Interview Days is an orientation to WMU, HESA, the greater Kalamazoo Community and provides the opportunity to interview for GA positions (if applicable). While at HESA interview days you will be able to speak with faculty, administrators, current and prospective students as well as gather information about the curriculum. Academic advising, registration and course planning is also discussed.

Who is invited to HESA Interview Days?
In order to participate in the HESA interview days program, a student must be accepted into HESA. All students (full- and part-time) who are accepted to HESA master’s concentration prior to the early December 15 deadline are invited to attend HESA interview days. Whether participating in GA interviews or not, we strongly encourage students to participate in the activities on both Thursday and Friday. If you are planning to interview for GA positions, please attend both days in full. If you work full-time in higher education and are not seeking a GA position you are welcome to attend both days, but the priority should be to attend meals, orientation and advising sessions, networking and social events which usually take place on the Thursday.

HESA Certificate students are also encouraged to attend these events but are not eligible to apply for GA positions.

Am I required to attend HESA Interview Days?
No one is required to attend HESA Leadership Interview Days although it is highly recommended. We understand that everyone is not able to make it, it is a recommended event if you have not been to campus, are interested in learning more about the HESA, or are seeking a graduate assistantship.

What if I cannot attend HESA Interview Days?
If you are not able to attend HESA Interview Days we may still provide your name to GA employers, but many times priority is given to students who are attending.

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.

HESA Interview Days is designed to help newly-admitted full-time HESA students obtain GA positions.

Students have held GA positions in areas such as: Academic Advising, Admissions, Bernhard Center (student union), Office of Student Engagement, Financial Aid, Greek Life, Career and Student Employment Services, Financial Aid, Office of Institutional Effectiveness, Lee Honors College, Residence Life, Student Recreation Center/IM, Division of Multicultural Affairs, Seita Scholars, Upward Bound, Office of Precollege Programs, Office of Student Transitions, 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 half time or other arrangements. More information about GA positions can be found at the [WMU Graduate College website](#). Students may view all tuition and GA compensation rates [here](#). 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.

**What is the GA HESA Leadership Interview Days interview process?**

The HESA program works with students and WMU offices to help facilitate GA interviews; however, the offices will determine who they wish to interview and will make final offers. We do ask employers to wait a week before offering positions to prospective students after interview days. These are competitive application positions. 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 prior to interview days. You will be asked to submit a resume that we will share with employers; please have a professional in student affairs review your resume!

After you commit to attending HESA interview days, 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 highly they may not be interested in you. Even if you do not get an interview you will have the opportunity to meet GA employers once you are here and perhaps you can pick up one of the open “wild-card” interview slots.

**What about funding HESA Interview Days?**

WMU does not offer funding to attend HESA Leadership Interview Days. However, we do work with you to provide housing with a current student and meals are provided on Thursday and
Friday. Please speak to a member of the faculty or HESA Interview Days leadership team if finances become a barrier to attendance.

**Transportation to HESA Interview Days?**
You can reach Kalamazoo by driving, flying, train, or bus. If you are flying, the closest airport is located in Kalamazoo, but it is sometimes a bit more expensive. There are also options to fly into Grand Rapids (45 minutes), Detroit (2.5 hours), and Chicago (2.5 hours). If you are flying into an airport outside of Kalamazoo, you will need provide your own transportation from the airport to us. The events begin on Thursday so you might wish to arrive on Wednesday or have a very early flight Thursday morning. Yes, it’s winter in Kalamazoo—it’s part of our charm—so you will want to plan ahead in case there are flight delays, etc. If you need additional information on transportation, please reach out to us at elrt_hesa@wmich.edu.

**Housing at HESA Interview Days?**
There are options to stay with a host current student while attending HESA Interview Days (Wednesday and Thursday night). A form will be sent out to see if housing is needed and what students’ preferences are. Prospective students will be matched up with a current student who will be in contact. If prospective students are staying past Thursday night, there several hotels in the Kalamazoo area. Please see our website for a list of hotels in the area.

**What should I bring to HESA Interview Days?**
We recommend students bring professional clothes/coat, comfortable shoes, copies of an up-to-date resume, and a notebook. Several meals will be provided, and we will be sending prospective students home with some goodies!

**How can I get ready for HESA Interview Days?**
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. Many of them have great advice and can review your resume for you or discuss potential interview questions.

About a week prior to HESA interview days you will receive your final 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 and HESA at interview days so we can better answer any questions that may be presented.

**What if I don’t find a GA position at HESA Interview Days?**
Not everyone is guaranteed to secure a position after HESA Leadership Interview Days. This can be for many reasons, including number of positions available, fit, or perhaps one’s inability to attend in person. Not all WMU offices or campus partners may have posted their positions by HESA Interview Days; thus, even after interview days’ new positions become available. We will continue to work with students who are interested and committed to attending WMU for their graduate education to secure a GA position.
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 Interview Days, please contact us at elrt_hesa@wmich.edu.