ResLife Application Information
2016-2017

The purpose of this document is to provide information that may be helpful to you in the application process.

**Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 4th</td>
<td>Applications available online</td>
</tr>
<tr>
<td>January 26th</td>
<td>Returning Applicant Submission Deadline</td>
</tr>
<tr>
<td>January 28th, 29th, &amp; February 1st</td>
<td>Returner* Interviews</td>
</tr>
<tr>
<td>February 2nd</td>
<td>New Applicant Submission Deadline</td>
</tr>
<tr>
<td>February 8th</td>
<td>All Recommendations Due to ResLife</td>
</tr>
<tr>
<td>February 11th</td>
<td>Invitations to Interview Sent to New Applicants</td>
</tr>
<tr>
<td>February 17th – 19th</td>
<td>New Applicant Interviews</td>
</tr>
<tr>
<td>Early March</td>
<td>Offers/Placements Mailed</td>
</tr>
</tbody>
</table>

*Someone that has served on staff before

**Things To Do Before Applying Online**

Before you begin the online application, we encourage you to prepare the following documents:

- A Cover Letter
- Your Current Resume
- A Recent Professional Type Photo (Optional)
- Ask Others to Submit Recommendations
  - More about this below

**Questions from the Application**

Below is a preview of the Residential Life application essay questions as well as the information we request from recommenders.

**New Applicant Essay Questions**

Please choose **TWO** of the following three questions to answer:

- What are two aspects of the Bowdoin community that you would like to change? How would being on the Residential Life staff help you address these issues?
- Tell us about a time when a student leader at Bowdoin made an impact on your experience. What did you learn from the interaction/relationship and why was it meaningful?
- Please describe a recent instance where you positively affected the Bowdoin community.

**Returning Applicant Essay Questions**

- Please tell us about three different instances (programs, meetings, conversations, interactions, etc.) when you made an impact and enacted positive change while on staff.
- Describe a situation where, looking back, you might change your approach if you could do it over again. What was the situation? How would you go about it differently? Why the change in approach?
**Recommendation Information**

Please note: **New applicants** will need a Staff/Faculty recommendation **and** a peer recommendation. **Returning applicants** will need a peer recommendation.

* We prefer your references complete our online recommendation form due to ease of collection and comparison. However, if they would rather submit your recommendation as a letter or email, that is also acceptable.

**About the position:** Residential Life staff members - Proctors, Residential Assistants (RAs) and House Proctors - are entrusted to create inclusive and dynamic living environments across first-year residence halls, upperclass living spaces, and the College Houses. Staff functions as a diverse team that fosters community and connects students with campus resources. They support students in crisis, mediate conflicts, foster discussions about identity and difference, and develop programming that promotes a fun and inclusive community. We seek student leaders who possess sound judgment and can learn to:

- Connect well with a diverse range of peers
- Engage thoughtfully with Deans, Faculty and Staff Members
- Competently juggle multiple priorities
- Respond in a timely and considerate manner to various requests for assistance

**Deadline:** To help ensure a smooth hiring process, we would greatly appreciate receiving all recommendations by **February 8th, 2016**. Please contact the Office of Residential Life to make alternate arrangements if you cannot meet the deadline.

**Questions for the Recommenders:**

- How well and in what capacity do you know this applicant?
- How would you describe this student’s interactions with peers? With faculty and staff?
- Do you think this applicant would be an effective Proctor or RA?
  Consider this person's ability to accomplish tasks while working with peers, staff, and faculty. Please also consider their ability to lead, listen, delegate responsibility, listen to feedback, and respond to adversity. If possible, please provide specific examples where the student demonstrated these attributes while contributing to the Bowdoin community.
- Do you have any concerns about this student becoming a Residential Life staff member?