ResLife Application Information for New Applicants

2023-2024

**Important Dates**

January 31st Application Deadline & Recommendation Due

By February 9th Invitations for First Round Interviews sent to New Applicants

February 15th-17th  New Applicant Interviews

February 27th Offer Letters Sent

Fall Orientation August 19th (Please note: Members of ResLife are not able to be orientation trip leaders)

**Information Sessions:**

Wednesday, January 25th at 7:30 pm in Main Lounge

Thursday, January 26th at 6:30 pm in Daggett Lounge \*\*ResLife and College House Info Session

Monday, January 30th at 6:30 pm in Main Lounge

**Questions from the Application:**

Below is a preview of the Residential Life application essay questions. The suggested word limit for each of the essays below is 200 words.

* Please describe two jobs and/or leadership positions that you have held in the past that most prepare you to contribute to the Residential Life student staff.
* One goal of Residential Life is to build inclusive communities. How do you anticipate working towards this goal as a member of Residential Life? How do you anticipate being successful and where do you anticipate being challenged in this task?
* Another goal of Residential Life is to build effective teams within the residential life staff. Please talk about a time you were part of an effective team. What made it effective and what role did you play on the team?

**Residential Life Job Descriptions**

Duties and Expectations

* Attendance in August and January trainings.
* Attendance in all weekly night meetings, duty cluster meetings, and floor or house events.
* Designing and implementing social and educational programming and community-building events for your floor, dorm, building, and/or house.
* Mediate conflicts between residents.
* Maintain safe and clean living spaces and hold residents responsible for any messes in common spaces.
* Participate in Residential Life activities including, but not limited to, the lottery process, hiring committees, etc.
* Other duties as assigned.

Skills

* Ability to manage multiple projects and crises while staying calm and maintaining a high job performance.
* Ability to both authentically engage and facilitate difficult conversations.
* Effective verbal and written communication.
* Commitment to teamwork, professionalism, and collaboration.
* Willingness to shape the culture of the residential community at Bowdoin College.
* Ability to serve as a role model, mentor, and leader for residents.

**Role Specific Obligations:**

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* Participate in building group meetings, planning, and programming.
* Create and maintain relationships with upperclass residents and your first year floor.
* Provide support to upperclass residents including mediation, conflict resolution, and resources.
* Work 7 hours per week.

Proctors:

* Provide consistent support to first year residents.
* Be a positive and consistent presence on your floor.
* Maintain and create a positive and healthy floor culture.
* Work 9 hours per week.

House Proctors:

* Lead House meetings.
* Create and maintain relationships with House residents.
* Provide support to House residents including mediation, conflict resolution, and resources.
* Be a positive and consistent presence in your House.
* Maintain and create a safe, positive, and healthy House culture.
* Work 9 hours per week.

**Additional Application Information:**

A recommendation from either a mentor, student leader, or staff/faculty member is required. You must provide your reference the link below to fill out your recommendation form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=5TJOmIr5AEaqMifD-Uir4_XrresRb8JKv7JiM2k3QJ1UMEtPSTkxNklPQjdVMEVZSDJMMklQTkZPWC4u>

It is the applicant’s responsibility to follow up with their recommender and be sure that the recommendation form was completed. **Applications will not be considered complete without a recommendation.**

**Deadline**: To help ensure a smooth hiring process, we would greatly appreciate receiving all recommendations by January 31, 2023.

The recommender will be asked the following questions:

* What strengths do you think this candidate will bring to staff?
* Do you have any concerns about this candidate?
* Do you have any additional information that would be helpful for us to consider?

The Office of Residential reserves the right to dismiss a Residential Life staff member whose work or conduct is judged to be unsatisfactory. If your employment is terminated, you will not receive the portion of your compensation for the time you do not work and you will be reassigned to an available space on campus. Any staff member who is placed on academic or social probation during the course of their employment will be required to meet with the Director of Residential and Student Life or a designee. Academic probation or social probation may result in dismissal from the Residential Life staff.

The Office of Residential Life also reserves the right to change staff assignments. Occasionally, the Director of Residential Life deems an assignment change necessary. At such times, the Office of Residential Life will attempt to be as flexible as possible. with the students affected by the change.

The Office of Residential Life reserves the right to inquire about an applicant and their application materials from College officials, including but not limited to the Office of the Dean of Students.