

ResLife Application Information for New Applicants

2024 - 2025

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

Important Dates

December 7th	Applications available online
February 1st	New Applicant Submission Deadline
February 1st	New Applicant Recommendation Due
By February 7th	Invitations for first-round interviews sent to New Applicants
February 12, 13, 14, 15	New Applicant Interviews
February 20	Offers Sent
February 23	Acceptances Due at Noon
Fall Orientation	August 22 (please note: members of Res Life are not allowed to be orientation trip leaders)
Information Sessions:	Monday, January 22 nd at 4:30 pm – Lancaster Lounge Tuesday, January 23 rd at 4:30 pm – Lancaster Lounge Tuesday, January 23 rd at 8:30 pm – Main Lounge

Application Information

Supplemental Essays

Below is a preview of the Residential Life application essay questions. The suggested word limit for each essay is 200 words. In the portal application, you will download the form, complete the essays, and then upload the completed form back into the portal.

- Please describe two jobs and/or leadership positions 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?

Recommendation

A recommendation is required.

Applicants must solicit a recommendation from a mentor, student leader, or staff/faculty member. You will need to submit the name and contact information of your recommender in your application.

The link for the recommendation can be found in the application portal.

It is each applicant's responsibility to follow up with their recommender and be sure that the recommendation form was submitted. Without a recommendation, applications will not be considered complete.

Deadline: To help ensure a smooth hiring process, we would *greatly* appreciate receiving all recommendations by February 1, 2024. Please contact the Office of Residential Life to make alternate arrangements if you cannot meet the deadline.

The recommender will be answering the following questions:

- How do you know the applicant?

- How have you seen this student perform as part of a team? Please describe their strengths and challenges as a team member.
- ResLife staff members are responsible for meeting their peers with compassion while also upholding community standards. How well do you think this student will balance this universal compassion with firm boundaries?

Interview Questions

If you are offered an interview, you will receive the interview questions ahead of time so you can adequately prepare.

Residential Life Job Description

Duties and Expectations

- Attendance at August and January training
- Attendance at all Tuesday 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 housing violations in common spaces
- Participate in Residential Life activities including, but not limited to, the lottery process, hiring committees
- 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 in and facilitate difficult conversations
- Effective verbal and written communication
- Commitment to teamwork, professionalism, and collaboration
- Shape the culture of the residential community at Bowdoin
- Serve as a role model, mentor, and leader for residents

Role Specific Obligations:

RA:

- Participate in building group meetings, planning, and programming
- Create and maintain relationships with both first year and upperclass residents
- Provide support to upper class 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:

- Facilitate in 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 positive and healthy House culture
- Work 9 hours per week

The Office of Residential Life reserves the right to dismiss a Residential Life staff member whose work, behavior, or conduct is judged to be unsatisfactory or not a positive reflection of the Residential Life program. If your employment is terminated, you will not receive the portion of your compensation for the time you do not work and you may 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.