2027-28 ResLife Returning Staff Application Information

Complete the application here: Residential Life Returning Staff Application 2027-28

Application Timeline and Important Dates

December 1 & 8, January 20	Head Staff Information Sessions (Jan 20 virtual)
December 4	Applications available online
January 26	Returning Applicant Submission Deadline
January 26	Returning Applicant Interview Availability Due
January 26	Head Staff Peer Recommendation Form Due
January 28, 29, February 1, 2	Returner Applicant interviews (Virtual for OCS)
February 3	New Applicant Submission Deadline
February 11	Invitations for first round interview sent to New Applicants
February 15-19	New Applicant Interviews
February 26	All ResLife offers sent by 6 PM ET
March 1 at 4 PM ET	All Position Acceptances Due

Head Staff: Monday, August 16	August Training
All Staff: Friday, Aug 20	August Training
Head Staff: Friday, January 21*	January Training
All Staff: Saturday, January 22*	January Training

*Dates are based on the College's projected Academic Calendar and are subject to change

Returning Staff Applicants - Currently Employed (in 2026-27)

Currently employed (fall, spring, or entire 2026-27 academic year) returning staff who are not applying to Head Staff, but are applying to return to staff, need to complete the application and include the following:

Supplemental Essays

Not Required

Recommendation

Not required

Interview Questions

Please be prepared to discuss the following questions in your interview:

- Please describe your most challenging moment with ResLife this year – how did you adapt? What did you learn?
- What is your favorite thing about working with ResLife? Why do you choose to spend your time this way?
- Describe your leadership trajectory – where have you been, and where are you going? How do you plan to bring leadership to your role in ResLife, beyond simply working with First Year students?

Returning Staff Applicants – Previously Employed (not in 2026-27)

Previously employed staff who are not currently employed (in the fall, spring, or entire 2026-27 academic year) who are not applying to Head Staff, but are applying to return to staff, need to complete the application and include the following:

Supplemental Essay (suggested limit of 200 words)

- How has your time away from ResLife enhanced your ability to contribute to staff? Please feel free to talk about time spent on campus, abroad, and/or summer experiences.

Recommendation

Not required

Interview Questions

Please be prepared to discuss the following questions in your interview:

- Our goals in ResLife are to build inclusive communities, provide resident support and resources, and contribute to an effective team. Please provide at least one example from your previous ResLife experience when you accomplished one of these goals.
- Describe a situation during your time away from ResLife when you made a decision and, looking back, you might change your approach if you could do it over again. Why would you change your approach?
- Describe your leadership trajectory – where have you been, and where are you going? How do you plan to bring leadership to your role in ResLife, beyond simply working with First Year students?

Returning Head Staff Applicants

Current Head Staff (employed as Heads during the 2026-27 academic year) re-applying to Head Staff need to complete the application and include the following:

Supplemental Essay (suggested limit of 200 words):

- What did you learn this year about leading and mentoring your peers? How will you use this knowledge to lead and mentor new Head Staff, in addition to your Cluster members and First Year students?

Recommendation

Not required

Interview Questions

Head Staff interviews vary; be prepared to answer some or all of the following questions:

- What did you learn about peer leadership this year as a Head? What do you find challenging about leading your peers? What is your peer leadership superpower?
- Please reflect on your experiences working with Pro Staff and other College administrators. What did you find challenging and what did you find exciting? Please share an example of a time you collaborated with a faculty or staff campus partner.
- Head Staff must balance several priorities and responsibilities. Please describe the way you stay organized, keep track of your commitments, and make decisions about ways to prioritize your time.
- Is there anything you would plan to do differently next year?

New Head Staff Applicants

For returning, non-Head Staff members (currently or previously employed) who are applying for the Head Staff position, please:

- Read through the Head Staff Job description and additional application information below;
- Attend a Head Staff information session
    - Please reach out to ProStaff if you are unable to attend any of the scheduled sessions but are still interested in applying.

Complete the application and include the following:

Supplemental Essays (suggested limit of 200 words per response):

- Being on Head Staff requires leading your peers, which may include addressing challenging behavior. Please describe a time when you held a peer accountable. What was the outcome, and what did you learn from the experience?
- Head Staff plan and execute weekly Cluster meetings. Please describe your vision of a highly functioning Cluster and how you plan on using weekly meetings to contribute to your Cluster's effectiveness.
- Head Staff are responsible for facilitating difficult conversations, including roommate conflicts, conflicts within Clusters, and conversations about sensitive topics like identity. Please describe a time when you facilitated a difficult conversation. What was the outcome, and how do you think this experience would serve you as a Head Staff member?

Head Staff Recommendations

Applicants must solicit recommendations from their current ResLife Head members to speak about your suitability as a member of Head Staff.

If you were not on staff during the most recent fall semester, please plan to reach out to your former Heads, even if some or all of them have graduated. If you have any trouble contacting them, please let us know, and we can work together to find an alternative solution.

We require a minimum of two Head Staff Recommendations, though if you have three Heads, you are more than welcome to ask all three to complete a recommendation.

Here is the link to provide for your Head recommenders:

Head Staff Recommendation for 2027-28 Head Staff Applicants

It is each applicant's responsibility to follow up with their recommenders and be sure that the recommendation forms are completed on time. Without two recommendations, applications will not be considered complete.

Deadline: To help ensure a smooth hiring process, please ensure that we receive your recommendation by the **January 26, 2026** application deadline. Please contact the Office of Residential Life to make alternate arrangements if you cannot meet the deadline.

Interview Questions

Head Staff interviews vary; be prepared to answer some or all of the following questions:

- In addition to the three ResLife goals, Head Staff have an additional goal: serve effectively as a peer leader. Please talk about what peer leadership means to you. What do you find challenging about leading your peers? What is your peer leadership superpower?
- What lessons have you learned by watching previous Heads succeed or struggle in this position? How would you carry these lessons into a Heads role on staff?
- Head Staff often work with Pro Staff and other College administrators. Please reflect on your interest and ability to work in in a professional environment. What would you find challenging, and what you find exciting? Please share an example of a time you collaborated with a faculty or staff campus partner.
- Head Staff must balance several priorities and responsibilities. Please describe the way you stay organized, keep track of your commitments, and make decisions about ways to prioritize your time.

Head Staff 2026-27 Position Description

The Head Staff position is an important leadership role within the Office of Residential Life. Head Staff partner closely with Professional Staff to support individual ResLife members, supervise community clusters, and further develop the Residential Life program as a whole. Candidates should be excellent communicators, passionate about leadership, and able to supervise and support a diverse range of individuals. Please see below for the qualifications, desired skills, and responsibilities.

Qualifications

- Must have served on ResLife staff previously OR have comparable leadership experience on campus
- Must be a rising Junior or Senior

Duties and Expectations

- Work an average of 12 hours/week
- In addition to the weekly all-staff ResLife meeting, attend one weekly Heads meeting, one weekly co-Head meeting, and additional meetings with ResLife student and Pro Staff as needed
- Participate in the Head-On-Call rotation at least twice per semester, *in addition* to the Duty Night rotation
- Plan and execute weekly Cluster meetings
- Mentor ResLife student staff, including one-on-one meetings, addressing performance issues, and managing conflict
- Manage crises that occur in your Cluster and/or building
- Manage building group budgets

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
- Capacity to evaluate peers' performance, provide feedback, and mentor others
- Ability to design and lead effective meetings
- Effective verbal and written communication
- Commitment to teamwork, professionalism, and collaboration

Required ResLife Training Dates

- August Training
    - Head Staff: Monday, August 16 – Friday, August 20, 2026
    - All Staff: Friday, August 20 through Orientation and the start of the Academic Year
- January Training
    - Head Staff: Friday, January 21 – Saturday, January 22, 2028*
    - All Staff: Saturday, January 22 – Sunday, January 23, 2028*

Note: Staff are required to remain on campus until housing closes

- Fall 2027: Tuesday, December 21 at 12 PM ET*
- Spring 2028: Sunday, May 21 at 12 PM ET*

*Dates are based on the College's projected Academic Calendar and are subject to change

The Office of Residential Life 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 may be reassigned to an available space on campus, if necessary. Any staff member who is placed on academic or disciplinary probation during their employment will be required to meet with the Associate Director of Residential Life or a designee. Academic or disciplinary probation may result in dismissal from the Residential Life staff.

If, for any reason, your enrollment status changes or you as an individual are no longer allowed on campus, the terms of this appointment are subject to change.

The Office of Residential Life also reserves the right to change staff assignments. Occasionally, the Associate 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.