ResLife Returning Staff Application Information

2022-2023

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 10</td>
<td>Applications available online</td>
</tr>
<tr>
<td>January 25</td>
<td>Returning Applicant Interview Sign Up Due</td>
</tr>
<tr>
<td>January 25</td>
<td>Head Staff Recommendation Due to ResLife</td>
</tr>
<tr>
<td>January 25</td>
<td>Returning Applicant Submission Deadline</td>
</tr>
<tr>
<td>January 25</td>
<td>Returner Applicant Interviews</td>
</tr>
<tr>
<td>January 25</td>
<td>Head Staff: August 16th</td>
</tr>
<tr>
<td>January 26, 27, 28</td>
<td>Offers Sent</td>
</tr>
<tr>
<td>February 28</td>
<td>Offers Sent</td>
</tr>
<tr>
<td>Fall Orientation</td>
<td>Head Staff: August 20th (Please note: Members of ResLife are not allowed to be orientation trip leaders)</td>
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</tbody>
</table>

Questions for the Returner Interview

Please be prepared to discuss your answers to the following questions at your interview:

- Our goals for this year were:
  1. Building an inclusive community
  2. Providing resident support and resources
  3. Being part of an effective team

  Please provide at least one example where you worked towards or accomplished these goals through your role 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?

- Please tell us how your Fall semester was, what you learned about yourself, and how you remained resilient throughout the trying time.

Returners Not Currently on Staff Additional Application Information
Essay question for returning applicants who are not currently on staff:

- Answer the following essay question in the application
  1. How has your time away from ResLife enhanced your ability to contribute to staff? Please feel free to talk about time spend on campus, abroad, and/or summer experiences.

**Head Staff Additional Application Information**

For returning applicants also applying to the Head Staff position:

- Read through the Head Staff Job description and additional application information below
- Attend a Head Staff information session
  - Be in touch with Whitney if you have not attended a session already
- A peer recommendation from a student leader that speaks specifically about your ability to be a Head.

Below is a preview of the Residential Life Head Staff application essay questions and recommendation information:

- In addition to the information and possible essay above, the Head Staff Application has the following essay questions. Suggested word limit for the essays below is 200 words.
  - Being on Head Staff requires leadership among 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 duty cluster meetings. Please describe your vision for a highly-functioning duty cluster and how you plan on using weekly duty cluster meetings to contribute to your duty cluster’s effectiveness.
  - Head Staff are responsible for facilitating difficult conversations including roommate conflicts, conflicts within duty clusters, and conversations about sensitive topics like identity and difference. Please describe a time when you facilitated a difficult conversation. What was the outcome and how will this experience shape your role on Head Staff?
- We will also ask you to submit the name and information of your student leader recommender.

You must provide your reference with this link to fill out your recommendation form:

[https://forms.office.com/Pages/ResponsePage.aspx?id=5TJOmlr5AEaqMifD-Uir4.XrresRb8JKv7jiM2k3QJ1UOVhQN1lVRDdRME82OTg3VkJISzVEUU9FRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5TJOmlr5AEaqMifD-Uir4.XrresRb8JKv7jiM2k3QJ1UOVhQN1lVRDdRME82OTg3VkJISzVEUU9FRy4u)

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

**Deadline:** To help ensure a smooth hiring process, we would greatly appreciate receiving all recommendations by January 25, 2022.

The recommender will be asked the following questions:
• What strengths do you think this candidate will bring to Head Staff? How will these strengths influence the individual’s duty cluster, residents, and Head Staff team?
• What do you think this candidate will need from August training to be able to fully contribute to ResLife as a Head Staff member?
• Is there anything else we need to know?

Head Staff Job Description 2022-2023

The Head 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 duty clusters, and further develop the Residential Life program as a whole. Candidates should be excellent communicators, be passionate about leadership, and be 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
• Preference will be given to applicants who will be on campus for the full 2022-2023 academic year

Duties and Expectations

• Work an average of 12 hours/week
• An additional weekly ResLife meeting, attend one Heads meeting/week, one co-Head meeting/week, and meetings with ResLife student and professional staff as needed
• Participate in the On-Call rotation at least twice per year
• Plan and execute weekly duty cluster meetings
• Supervise ResLife student staff including one-on-one meetings, addressing performance issues, and managing conflict
• Manage all crisis that occurs in your duty cluster and/or building
• Manage all 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 supervise and evaluate peers’ performance
• Ability to design and lead effective meetings
• Effective verbal and written communication
• Commitment to teamwork, professionalism, and collaboration
Potential Head Specific Summer Training Dates

- Head Training: Tuesday, August 16, 2022 - Saturday, August 20, 2022
- ResLife Training: Saturday, August 20, 2022

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.