

ResLife Returning Staff Application Information

2024 – 2025

Important Dates

December 7	Applications available online
January 21	Returning Applicant Submission Deadline
January 21	Returning Applicant Interview Sign-Up Due
January 21	Head Staff Recommendation Due to ResLife
January 24 - 26	Returner Applicant interviews (Zoom option for OCS)
February 1	New Applicant Submission Deadline
February 7	Invitations for first round interview sent to New Applicants
February 12, 13, 14, 15	New Applicant Interviews
February 20	All Offers Sent
February 23 at noon	Position Acceptances Due
Fall Orientation**	Head Staff: Mon August 19, 2024 Returning Staff: Sun August 25, 2024 (please note: members of Res Life are not allowed to be orientation trip leaders) (New Staff: August 22, 2024)

***Dates are subject to change depending on Faculty/Presidential Vote on academic year start. Dates will be finalized by the time acceptances are due.

Returning Staff Applicants - Currently Employed (In AY 23-24)

Currently employed, (Academic Year 23-24 fall or spring) 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:

- Our goals for this year were 1) building an inclusive community, 2) providing resident support and resources and 3) be 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?
- 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, in addition to working with First Year students?

Returning Staff Applicants – Previously Employed (not in AY 23-24)

Previously employed, returning staff who are not currently employed (in the 2023-2024 Academic Year) and who are **not applying to be on Head Staff** need to complete the application and include the following:

Supplemental Essay (suggested limit of 200 words)

- o 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 1) building an inclusive community, 2) providing resident support and resources and 3) be a part of an effective team. Please provide at least one example from your previous ResLife experience when you accomplished one of these goals on staff.
- Describe a situation during your time away from ResLife when you had to make a decision and, 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?
- 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?

Returning Head Staff Applicants

Current Head staff (employed as Heads during Academic Year 23-24) need to complete the application and include the following:

Supplemental Essay (suggested limit of 200 words):

- o What did you learn this year about leading, mentoring, and supervising your peers? How will you use this knowledge to lead and mentor new head staff, in addition to Duty 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 last year working with Pro Staff and other College administrators. Please reflect on what you found challenging, and what you found exciting? Please share an example of a time you collaborated with campus partner who was not a student.
- Head staff balance a lot of 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 do differently next time?

New Head Staff Applicants

For returning staff members (currently employed or previously employed) who are **also applying to the Head Staff position (New Head Staff Applicants)**:

- Read through Head Staff Job description and additional application information below
- Attend a Head Staff information session
 - Set up a meeting with SJ if you were unable to attend these sessions but are still interested in applying

Complete the application and include the following:

Supplemental Essays (suggested limit of 200 words):

- 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 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. 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?

Recommendation

Applicants must solicit a peer recommendation from a **student leader** that speaks specifically about your **ability to be a head**. You will need to submit the name and contact information of your recommender in your application.

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

<https://forms.office.com/r/q0nkDYmRvE>

It is each applicant's responsibility to follow up with their recommender and be sure that the recommendation form was completed. **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 **January 21, 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 in a leadership role? If possible, please comment specifically on how you have seen them be a role model and hold their peers accountable.
- Head Staff members are expected to juggle multiple priorities including supervising peers, supporting residents and residential life staff members, and planning and running weekly meetings. Please comment on how successfully you believe this person can balance competing priorities. If possible, give specific examples of how and where you have seen this.

Interview Questions

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

- In addition to the 3 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 will 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 a professional environment--What would you find challenging, and what you find exciting? Please share an example of a time you collaborated with campus partner who was not a student.
- Head staff balance a lot of priorities and responsibilities. Please describe the way you stay organized, keep track of your commitments, and make decisions about prioritizing your time?

HEAD STAFF 2024 - 2025 Position Description

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 2024-2025 academic year

Duties and Expectations

- Work an average of 12 hours/week
- In addition 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 semester, in addition to the Duty Night rotation
- Plan and execute weekly duty cluster meetings
- Supervise ResLife student staff including one-on-one meetings, addressing performance issues, and managing conflict
- Manage all crises 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

Required Training Dates Relevant to Head Staff**

- Head Training: Monday 8/19/24 – Thursday 8/22/24
- New Staff Training: Thursday 8/22/24 – Sunday 8/25/24
- ResLife Training: Sun 8/26/24 through Orientation and the start of the Academic Year

**Dates subject to change based on the Faculty vote/Presidential approval to adjust dates of the Academic Year in 2024-2025* Dates will be finalized by the time acceptances are due.

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.