ResLife Returning Staff Application Information
2021-2022

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

**To Apply**

Navigate here: [Res Life Returning Staff Application](#)

**Important Dates**

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<th>Date</th>
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<td>December 14:</td>
<td>Applications available online</td>
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<td>February 9:</td>
<td>Returning Applicant Interview Sign Up Due</td>
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<td>February 9:</td>
<td>Head Staff Recommendation Due to ResLife</td>
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<td>February 9:</td>
<td>Returning Applicant Submission Deadline</td>
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<td>February 10, 11, 12:</td>
<td>Returner Applicant interviews</td>
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<td>February 15:</td>
<td>New Applicant Submission Deadline</td>
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<td>February 26:</td>
<td>Invitations for first round interview sent to New Applicants</td>
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<td>March 2-5:</td>
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<td>March 15:</td>
<td>Offers Sent</td>
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<td>Fall Orientation</td>
<td>Head Staff: August 17</td>
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<td>Returning Staff: August 21</td>
<td>(please note: members of Res Life are not allowed to be orientation trip leaders)</td>
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**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 and 2) providing resident support and resources and 3) being a part of an effective team. Please provide at least one example where you worked towards or accomplished both of 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?
- This Fall 2020 semester was challenging – regardless of whether you were on campus or away. Please tell us how your semester was, what you learned about yourself, and how you remained resilient throughout this 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 questions in the application:
  - 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.

**Head Staff Additional Application Information**

For returning applicants also applying to the Head Staff position:

- Read through 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.
  o 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?
  o 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.
  o 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?
  • 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: Res Life Head Staff Peer Recommendation

It is each 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 February 9, 2021. 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:  
  o How well do you know the applicant?
  o How have you seen this student play a leadership role? If possible, please comment specifically on how you have seen them be a role model and hold their peers accountable.
  o 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 talk about how you this think person does meeting multiple demands. If possible, give specific examples of how and where you have seen this.

HEAD STAFF 2021-2022

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 2021-2022 academic year
Duties and Expectations

- Work an average of 12 hours/week
- In 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 semester
- 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 8/17/21– Sat 8/21/21
- ResLife Training: Sat 8/21/21