Greek House Coordinator Application & Instructions

2015–2016

Thank you for your interest in applying for a position on the Residence Life Student Leadership Team at the University of Puget Sound. This packet contains instructions and information regarding the hiring process for Greek House Coordinators (GHCs). If interested in applying to be a Resident Advisor, Resident Programming Assistant, or Resident Community Coordinator, please use the Residence Life Application & Instructions. Please read this packet carefully and complete all necessary application materials outlined below and submit these to the Residence Life office (3209 N. 15th) by Friday, January 30, 2014 at 5pm. Staff Selection is an extensive and thorough process; applications will be reviewed to assure that everyone continuing through the selection process meets the minimum qualifications. Final offers for the 2015–2016 positions will be emailed on February 20, 2015.

Residence Life supports the university’s strategic plan and core values and seeks diversity of identity, thought, perspective, and background of our applicants. As an equal opportunity employer, the University of Puget Sound does not discriminate on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or family status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws.

APPLICATION PROCESS

- Submit completed application to Residence Life by 5pm on January 30, 2015.
- Individual interviews will be thirty minutes long, held during the week of February 2–6, 2015.
- Sign up for your individual interview when you turn in your application.
- Final offers will be made by Friday, February 21.

YOUR COMPLETED APPLICATION SHOULD INCLUDE THE FOLLOWING

1. A résumé. (Please contact Career and Employment Services for résumé advice).
2. A cover letter highlighting why you are applying and what personal experiences and attributes make you qualified the position.
3. Responses to the three mandatory essay questions (please keep each response to 300 words or less).
4. Response to the optional essay question provided if applying for a themed living area position (please keep your response to 300 words or less).
5. A letter of recommendation signed by your Chapter President with a vote of confidence in your nomination for the GHC position.

*NOTE: All applications and candidates are reviewed and evaluated by Student Affairs professional staff, which includes a review of judicial and academic records.

IMPORTANT DATES TO REMEMBER

January 28 ....................Applications Due by 5:00pm at the Residence Life office (3209 N. 15th).
January 29 and 30 .......Individual Interviews (Student Development House. Times to be announced.)
February 21 ....................Final Offers Posted and electronic decision letters sent out
IMPORTANT TRAINING DATES

Below are training dates you need to be aware of when you consider applying for the student leader position. Due to the importance of these training periods, all team members must arrange their travel plans and activities around these dates. Attending all trainings is a REQUIRED part of the leadership agreement for all Residence Life positions.

March 29, 2015 .......... Student Leader spring training date. In conjunction with new orientation leaders, this all day training session will be when team placements are made public, and teams meet for the first time.

August 13–30, 2015 ....... Fall Training. Fall training is rigorous. Training typically runs from 8a–10p, with responsibilities extending through the new student orientation week. Leaders should prepare to keep all these dates free of outside commitments.

January 14–15, 2016 ... January training. Student leaders are brought back early for additional spring term training.

STUDENT LEADER POSITION DESCRIPTION (Updated 12/1/2014)

Student team members of the Office of Residence Life are essential to upholding our mission to provide safe, inclusive and vibrant living community that fosters holistic learning for Puget Sound residential students by empowering them as leaders and extending their academic experience. As representatives of the Division of Student Affairs, Residence Life leaders are committed to engaging in and demonstrating self-exploration, academic commitment, the ability to meet deadlines by working independently and interdependently, display initiative, and have a basic knowledge of university policies and procedures. Furthermore, student team members should be able to refer students to resources such as Counseling Health and Wellness (CHWS), Center for Intercultural Engagement (CICE), the Center for Writing, Learning, and Teaching (CWLT) and other support offices. Student leaders encourage student responsibility and accountability and maintain an overall positive rapport with community members. Team members are responsible for upholding the Residence Life mission to create and maintain safe, inclusive housing for all students. The above and accompanying position description and information applies to all student team member positions in Residence Life unless noted otherwise: Resident Assistant (RA), Resident Community Coordinator (RCC), Resident Programming Assistant (RPA), and Greek House Coordinator (GHC).

I. QUALIFICATIONS/EXPECTATIONS

Members of the Residence Life student leadership team are expected to comply with all published university and residence hall policies, as well as federal, state, and local laws. In order to be eligible for a leadership position in Residence Life, candidates must:

- Have a cumulative GPA of no less than 2.50.
- Be a full–time undergraduate student at the University of Puget Sound.
- Be available to participate in spring, fall and winter trainings and be able to perform as a student team member for the entire academic year. Be of at least sophomore standing at the time of appointment.
- Limit part time work, volunteer activities and participation in other organizations to a maximum of 15 hours per week.
- Not hold office in the Residence Hall Association or the Resident Student Association during their term.
- Attend and participate in a 2 hour weekly meeting between 7:00 and 9:00pm semi–monthly on Wednesday evenings, and attend other required training sessions and meetings as determined by their assigned Professional Staff Member.
- Confer with, and report to assigned Pro–Staff Member on all aspects of Residence Life through weekly team meetings, informal contacts, individual meetings with assigned Pro–Staff Member, and the completion of various reports.
- Inform and educate residents in assigned area about their rights and responsibilities as residential students and members of the Puget Sound community in accordance with the university residential policies and the Student Integrity Code; and at times confront students in violation of said standards.
- Assist in the selection of new Residence Life student leaders.
II. SUPPORTING THE ACADEMIC MISSION
In support of the University’s mission statement, Residence Life student leaders will assist students in active inquiry and reasoned independence. Student team members are expected to do the following:

- Be knowledgeable about general and departmental advising programs and support the interaction of students and their advisors
- Know and be able to direct students to academic resources and support services on campus (e.g. tutors, labs, library resources, academic advising, peer advisors)
- Help to develop and sustain an atmosphere of a community conducive to successful academic achievement and personal development
- Plan and promote educational opportunities and programs in assigned area
- Promote the intellectual lives of community residents through formal and informal discussions about campus, national, and international issues (including culture, values, beliefs, social, political, and ethical issues)
- Share intellectual and academic interests with residents and encourage residents to explore their academic interests, experiences, goals, and future plans

III. INTERPERSONAL RELATIONSHIPS
During day-to-day contact with residents, a Residence Life student leader should:

- Develop and maintain an ongoing relationship with all community residents
- Facilitate student-to-student and student-to-team member interaction, conflict resolution, facilitation, and social interactions.
- Be aware of interpersonal dynamics in assigned area
- Help students turn interpersonal conflict into opportunities for learning and encourage students to participate in creative problem solving
- Help students work through personal problems or issues and serve as a referral agent for appropriate university and community support services

IV. STUDENT LEADER CLASSIFICATIONS
In addition to the above responsibilities and expectations, Residence Life has multiple leader positions to support our unique and diverse living environments:

Greek House Coordinator (GHC)
Greek House Coordinators live in the fraternity and sorority houses on Union Avenue. Each Greek chapter has one GHC, who is an active member of that organization. GHCs live in their respective chapter house and are responsible for supporting fellow live-in members in their growth and development as continuing students on campus, as well as maintaining a healthy and safe living environment. The GHC does not serve on an on-call rotation but spends approximately 10-15 hours per week completing their responsibilities.

V. REMUNERATION
Remuneration for student leader positions varies depending on the position classification. Responsibilities vary between positions, as outlined below:

1. Greek House Coordinator (GHC): Must be a member of the sorority or fraternity for which they apply to be the GHC; housing only remuneration.

VI. Terms of Release
Failure to perform responsibilities, failure to support the mission of the Division of Student Affairs and the Office of Residence Life, or other leader responsibilities as designated by a professional staff member of Residence Life will constitute grounds for probation or release.

If you have any questions or concerns about the application process please contact the Residence Life office at (253) 879-3317 or at reslife@pugetsound.edu.
Important: GHCs are required to limit their outside commitments to a maximum of 15 hours per week. Please list any commitments other than academic responsibilities that will require you to be away from your living area (for example: outside jobs, student employment, Greek affiliations, organizations, sports, internships) and the number of hours involved per week for each activity.

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ESSAY QUESTIONS (MUST ANSWER ALL THREE, LIMIT TO 300 WORDS OR LESS):

1. Residence Life values inclusiveness, and this is an essential component to building safe and healthy communities. Please describe what life should look like in our diverse residential communities, and the student leader role in creating and sustaining this kind of community?

2. The first six weeks of fall semester are an important time in which community norms are established for the year. Please describe how you would best form meaningful relationships with your residents. Use examples and be specific!

3. Please describe your engagement in or experiences interacting with or educating yourself about those who are different from you. This can include academic, co-curricular, or lived experiences.

Please attach in a separate document the following to this application form:

- Resume
- Cover Letter
- Typed responses to the mandatory essay questions and any additional theme area essay question responses
Please provide two references who can speak to your strengths and character. One should be a past supervisor/advisor or a current university faculty/staff member outside of Residence Life, and one should be a current RA, RPA, RCC or GHC in your building or area. If you currently live off-campus, submit names of two supervisors/advisors.

Reference’s Name: ____________________________ Position Title: ____________________________
Email: ____________________________ Phone Number: (____) ____________________________

Through what capacity and for how long have you known the reference?
____________________________________________________________________________________

Reference’s Name: ____________________________ Position Title: ____________________________

Through what capacity and for how long have you known this reference?
____________________________________________________________________________________