Residence Life Application & Instructions
New Candidates 2014–2015

Thank you for your interest in applying for a position on the Residence Life student staff team at the University of Puget Sound. This packet contains instructions and information regarding the hiring process for new student staff (i.e. RAs, RCCs, and RPAs). If interested in applying to be a Greek House Coordinator (GHC), please use the Greek House Coordinator Application & Instructions (available online). The application for employment with Residence Life for the 2014–2015 academic year is located at the end of this packet. Please read this packet carefully and complete all necessary application materials outlined below and submit your application to the Residence Life office (3209 N. 15th) by January 31, 2014 at 5pm. The final four pages include two recommendation forms to be submitted by the recommender no later than February 1, 2013 at 5pm. If applying for a specific themed area, you may be submitting additional material with this application. 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 2013–2014 Residence Life staff and alternate positions will be posted in the Residence Life office by February 21, 2014.

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 31, 2014.
- Submit two recommendation forms to Residence Life by 5pm on January 31, 2014 (forms located at the end of this packet).
- A select number of candidates will be asked to participate in the individual interview process. Candidates will be emailed no later than Friday, February 7th about their continued candidacy.
- Those students selected to participate in the on-campus interview process will participate in one three-hour group session held on Saturday and Sunday morning, February 15 and 16 from 9am–12pm in Thompson Hall. This group session includes multiple candidates completing a variety of group exercises. Each exercise will be facilitated by a member of the Residence Life Professional Staff and be observed by current student staff members. In addition to the group process, those students selected will also sign up for one thirty-minute individual interview time. Individual interviews are being held on Saturday and Sunday afternoon, February 15 and 16, 2014, between 1pm–5pm in Thompson Hall and will be conducted by two members of the Residence Life staff.
- Prepare your personal expression project (instructions are included in the application packet) to bring with you and share during your individual interview.
- Final offers will be made by Friday, February 21.
YOUR COMPLETED APPLICATION SHOULD INCLUDE THE FOLLOWING

1. The “Residence Life New Candidate Application Form” (located in this packet).
2. A resume.
3. A cover letter highlighting why you are applying and what personal experiences and attributes make you qualified the position.
4. Two Recommendation Forms (included in this packet): One from a past supervisor/advisor or a current university faculty/staff member outside of Residence Life, and one from a current RA, RPA or RCC in your building or area. If you currently live off-campus, submit two forms from supervisors.
5. Responses to the two mandatory essay questions (please keep each response to 300 words or less).
6. If applying for a themed living area position, please respond to the optional essay question provided (please keep your response to 300 words or less).

*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 31 ..................Applications Due by 5:00pm at the Residence Life office (3209 N. 15th).
February 7 .................Candidates Notified if selected to participate in the group interview process
February 15 & 16 ..........Group Process (Thompson Hall – 9:00am–noon)
February 15 & 16 ..........Individual Interviews (Thompson Hall – 1:00–5:00pm)
February 21 ..................Final Offers Posted and electronic decision letters sent out

THEMED LIVING

Residence Life has a variety of themed living opportunities that may be of interest to potential candidates. If you are interested in being placed in one of these themed areas, please indicate your preference in your cover letter in addition to responding to the extra essay response question. Please note that some communities require additional approval from offices outside of Residence Life.

Adventure Education

Three RA positions located in Schiff Hall. Schiff Hall is the Adventure Education Living and Learning center, which is part of Puget Sound’s Outdoor Programs. RAs do not need to have experience with Outdoor Programs, but must possess the desire to learn, program, and experience outdoor adventures. The RAs are also responsible for facilitating the creation of floor community standards.

Healthy Options Floor

One RA position located in Harrington Hall. The theme is based on a wellness concept; that of intentionally living a balanced, healthy, substance free life by focusing on the physical, intellectual, emotional, spiritual, social, and vocational dimensions of wellness. The RA will be responsible for facilitating the creation of floor community standards. This RA must be committed to model a balanced, healthy, substance free lifestyle.

Humanities

One House RCC position located in Commencement hall. This RCC works with residents who are enrolled in the Humanities Program’s residential seminar. The RA assists in bringing classroom learning back to the hall environment and also facilitates the creation of floor community standards. Candidates for this position will be reviewed by faculty from the Humanities Program.
Substance Free Floor
This position is located in Harrington Hall. Selected upper-class and first-year students live in this community accommodating students who are committed to substance-free lifestyle. The RA is responsible for developing social and educational programs which support the residents’ desire to live and socialize without the influence of alcohol, tobacco, or other illegal substances. *Candidates for this position must commit to being drug and alcohol free.*

Honors Community
The Honors program has two staff positions within Residence Life. One position located in Langlow, at 1218 N. Alder street. This RA assists the Honors Program in several areas such as Langlow Teas, Honors outings, and the Honors Senior Graduation Celebration (among others) and must be a member of the Honors Program. Langlow is a sophomore and above living community. In addition, the honors program houses several first-year residents in Regester hall. Each RA supports these communities as a member of Residence Life, as well as a liaison to the Honors program. *Candidates for this position will be reviewed by Lina Bloomer of the Honors Program.*

Residential Seminar Floors
A number of first-year students taking the same seminar course will be living together on floors throughout first-year communities. The topic of each seminar is very different, and will thus influence the environment on the floor. Students are encouraged to discuss information garnered in the classroom in the comfortable setting of their residential environment. Faculty members will plan activities in the halls, and occasionally staff will be asked to assist in this process. The exact locations of these seminars are still to be determined for next year.

PERSONAL EXPRESSION PROJECT
In Residence Life, our motto is “Passion Lives Here.” The personal expression project is a part of the application process that allows each candidate to showcase something unique and passionate about themselves. As a residence life staff member, a critical component of success is being able to think creatively and connect with others. This project is your chance to showcase how you would relate to a diverse group of residents living on-campus through your personal passions. Bring something (anything!) that is a creative expression of yourself, your history, your interest in the position, or experience living on campus. Prepare to explain in less than five minutes how this expression project relates to both your personality and how it makes you a strong candidate. What about your project demonstrates your ability to be a unique part of the residence life staff team? Use your imagination and show us your creative side! Not sure what to do? Talk to your current Res Life staff member for support, or email Jenni Chadick, assistant director of residence life at jchadick@pugetsound.edu.

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

April 6, 2014 ...............**Student Staff spring training date.** In conjunction with new orientation staff, this all day training session will be when staff placements are made public, and staff teams meet for the first time.

August 13–31, 2014.....**Fall Training.** Fall training is rigorous. Training typically runs from 8a–10p, with responsibilities extending through the new student orientation week. **Staff should prepare to keep all these dates free of outside commitments.**

January 15–16, 2015 ..**January training.** Student staff are brought back early for spring term for additional training.
CANDIDATE INTEREST SESSIONS
In an effort to recruit the best possible candidates to Residence Life, and to assist in your understanding of this unique leadership opportunity, it is highly encouraged that you consider participation in the following activities:

December 3, 2013 ..... **Residence Life Interest Session.** Still not sure you want to apply? This session will cover the benefits of a Residence Life position, as well as a panel of current staff members to ask questions about what it really is like to work for Residence Life. 7:00pm, Tahoma Room (in Commencement Hall).

January 29, 2014 .......... **Residence Life Mixer.** The Mixer is your chance to meet and mingle with current staff members and hear about their experiences. This is an opportunity to ask questions about the position or application process from current professional and student staff. 6:00–9:00pm, Tahoma Room (in Commencement Hall).

February 13, 2014 .......... **Interview Guide Night.** The individual and group interview process is unique to Residence Life, and can be daunting to some. This Guide Night will help you better understand what to expect during your interview process, with tips, advice, and an opportunity for questions and answers with current staff. February 13, 7:00–8:00pm in Trimble Forum.

STAFF POSITIONS POSSIBILITIES
Residence Life has a variety of staff positions that contribute to creating and sustaining vibrant and diverse communities. All staff members of Residence Life adhere to minimum basic expectations outlined in the Position Description included below. Staff classifications and themed areas are also described below. Some staff classifications and/or areas require additional application materials. Please read each description carefully, and contact Residence Life if you have any questions about these possible positions.

**Student Staff Position Description**

*Residence Life at the University of Puget Sound - Updated 12/3/2013*

Student staff members of Residence Life are essential to upholding our mission to provide safe, inclusive, and vibrant living communities that foster 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 staff are committed to engaging in and demonstrating self-exploration, academic commitment, and serve as representatives of Puget Sound both on and off campus. Staff must have a basic working knowledge of university policies and procedures, and be able to meet deadlines by working independently and interdependently with fellow staff members. Furthermore, student staff members must be able to refer students to resources such as Counseling Health and Wellness (CHWS), Multicultural Student Services (MCSS), the Center for Writing, Learning, and Teaching (CWLT) and other support offices. Staff encourage student responsibility and accountability, and maintain an overall positive rapport with community members. The following job description applies to all student staff member positions in Residence Life: Resident Assistant (RA), Resident Community Coordinator (RCC), Resident Programming Advisor (RPA), and Greek House Coordinator (GHC).

I. **Qualifications**

As a university representative, Residence Life student staff members 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 student staff position in Residence Life, candidates must:

a. Have a cumulative GPA of no less than 2.50 (2.75 for graduate students).
b. Be a full-time graduate or undergraduate student at the University of Puget Sound.
c. Be of at least sophomore standing at the time of appointment.

d. Limit other part time work, volunteer activities and participation in other organizations to a maximum of 10 hours per week, 15 for RCCs.

e. Not hold office in the Residence Hall Association or the Resident Student Association during their term of employment.

f. Attend and participate in a **2 hour weekly staff meeting between 7 and 9pm on Wednesday** evenings, and attend other required training sessions and meetings as determined by assigned supervisor.

g. Be available to participate in spring, fall and winter trainings and be able to perform as a student staff member for the entire academic year. Candidates must be able to work for extended times at the end and beginning of each academic semester as well as during holiday and vacation periods as determined by assigned supervisor.

II. **Key Responsibilities**

*As the primary contact for residential students, student staff are responsible for upholding Residence Life’s mission. Key responsibilities include:*

a. **Communication**
   i. Facilitate student-to-student and student-to-staff interaction, conflict resolution, facilitation, and social interactions.
   ii. Be aware of interpersonal dynamics in assigned community.
   iii. Help students turn interpersonal conflict into opportunities for learning and encourage students to participate in creative problem solving.
   iv. Help students work through personal issues and serve as a referral agent for appropriate university and community support services.

b. **Community Standards**
   i. Be knowledgeable about general and departmental advising programs and support the interaction of students and their advisors.
   ii. 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).
   iii. Help to develop and sustain an atmosphere of a community conducive to successful academic achievement and personal development.
   iv. 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.

c. **Community Engagement**
   i. Be regularly available in their assigned community, at **minimum three evenings each week** unless special arrangements are made with the assigned supervisor.
   ii. Develop and maintain an ongoing relationship with all floor/hall residents.
   iii. 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).
   iv. Share intellectual and academic interests with residents and encourage residents to explore their academic interests, experiences, goals, and future plans.
   v. Plan and promote educational opportunities and programs in assigned area.

d. **Administrative Organization**
   i. Effectively manage staff position responsibilities with academic commitments.
   ii. Confer with, and report to assigned supervisor on all aspects of Residence Life work through weekly staff meetings, informal contacts, individual meetings with assigned supervisor, and the completion of various reports.
iii. Assume night and weekend on-call duties, remaining in the assigned area and available to residents between 8pm and 8am, according to a schedule set up by the assigned supervisor and staff team. (GHC’s exempt).

iv. Assist facilities staff in identifying items in need of repair or attention.

v. Participate in preparing residential communities for opening and closing transitions.

e. Professionalism

i. Refrain from engaging in behaviors, attitudes, relationships, or actions that may impinge on a resident’s or staff member’s dignity, moral code, privacy, or emotional well-being.

ii. Respect personal integrity of all residents including keeping sensitive information confidential.

iii. Maintain a positive attitude and professionalism as a representative of Residence Life.

III. Staff Classifications

In addition to the above responsibilities and expectations, Residence Life has multiple position types to support our unique and diverse living environments:

a. Resident Assistant (RA)

Resident Assistants compose the majority of student staff in the Residence Life department. RAs live and work in more traditional predominantly first-year living communities such as Todd/Phibbs, Regester, Seward, Langlow, Schiff, Harrington, Smith, University, and Anderson/Langdon. RAs are the primary means of support for residents in these communities, responsible for checking in regularly on the health and wellness of members of the community, and promoting community standards. RAs are expected to work approximately 20 hours per week.

b. Resident Programming Advisor (RPA)

The Resident Programming Advisor is a position designed to support the Residence Hall Association (RHA) in one of six communities – Todd/Phibbs; Regester, Seward & Langlow; Schiff & Harrington; Smith & University, and Anderson/Langdon. This position has all of the responsibilities of a Resident Assistant, with the added opportunity to work more directly with traditional programming in the community by co-advising an RHA. RPAs are expected to work approximately 20 hours per week.

c. Resident Community Coordinator (RCC)

Resident Community Coordinators live and work in Trimble Hall, Commencement Hall, and the neighborhoods (on-campus houses). RCCs are responsible for supporting students in their growth and development as continuing students living on campus, as well as maintaining healthy and safe living environments. A Trimble RCC is on-call (checking the building for health and safety concerns) each night of the week. Trimble RCCs are expected to work approximately 20 hours per week. House and Commencement RCCs are expected to work approximately 10-15 hours per week, and are on-call only Friday, Saturday, and Sunday nights.

d. Greek House Coordinator (GHC)

Greek House Coordinators (GHC) live and work 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 position does not serve on an on-call rotation and typically works approximately 10-15 hours per week fulfilling the various administrative and interpersonal aspects of the position.

IV. Remuneration

Compensation for student staff positions varies depending on the staff classification. Responsibilities vary between positions, as outlined:

a. Resident Assistant (RA): On-call nightly shared between six and eight staff members, full room and board remuneration for a single room.

b. Resident Programming Assistant (RPA): In addition to the responsibilities of an RA, Co-advises with Resident Director one of six Resident Hall Association. Full room and board remuneration for a single room, additional stipend of $75 dollars per month.
c. Trimble RCC: On-call each night of the week shared between five RCCs, full room and board remuneration for a single room.

d. Commencement RCC: Weekend on-call responsibilities only (Friday-Sunday) shared between three staff members; Full room and board remuneration for a single room.

e. House RCC: Weekend on-call responsibilities only (Friday-Sunday) shared between eight RCCs; housing only remuneration.

f. Greek House Coordinator (GHC): Must be a member of the sorority or fraternity for which there is the interest in becoming the GHC; housing only remuneration.

V. 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 job 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: RAs are required to limit their outside commitments to a maximum of 10 hours per week and RCCs to 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 BOTH, 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 staff 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!*

INTERESTED IN THESE THEME AREAS? CHECK ALL THAT APPLY:

- [ ] Adventure Education
- [ ] Substance Free Floor
- [ ] Residential Seminar
- [ ] Humanities
- [ ] Healthy Options Floor
- [ ] Honors House

Short answer question for themed living area applicants only:

1. If you have indicated a preference a themed living position, please explain why you believe you would be a good candidate for this community. Please limit responses to a maximum of 300 words per essay.

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 essay question responses for themed living area applicant
RECOMMENDATION FORM FOR NEW RESIDENCE LIFE STUDENT STAFF CANDIDATES 2014–2015

Part I: To be completed by Applicant

Applicant's Name: ________________________________

I understand that I have the right to inspect my file upon request under the Family Educational Rights and Privacy Act of 1974. I hereby ___ Do Waive/___ Do Not Waive my right of access to this letter of recommendation.

______________________________________________ Date

Signature of Student

Part II: To be completed by Evaluator

Residence Life staff serve the Puget Sound community through several different roles. Residence Life student staff members strive to: facilitate healthy community development within on-campus residences, create social and educational activities for residents, respond to crises, mediate conflict, and confront violations of policies within the area. Successful candidates must be mature, sensitive, enthusiastic, and eager to assist other students in their initial transition to or continuation of their residential experience at the University of Puget Sound. These positions are highly competitive leadership positions. Your contributions to this applicant’s candidacy are greatly appreciated!

Please fill out the identification information below and complete the short evaluation on the other side of this document and mail it to the Residence Life office no later than January 31, 2014.

Email: reslife@pugetsound.edu

Campus Mail: Residence Life
c/o Staff Selection
CMB 1003

US Post: Residence Life c/o Staff Selection
University of Puget Sound CMB 1003
1500 N. Warner, Tacoma WA 98416–1003

Evaluator’s Name: ________________________________ Position Title: ________________________________

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

_________________________________________________________________________________

May we contact you if further inquiry is necessary? Yes____ No____

If Yes, please provide contact information below

Email: ________________________________ Phone: (_____)________________

For questions or concerns about the Residence Life student staff position(s), application form, recommendation form, or other, please contact the Office of Residence Life at ext. 3317 or reslife@pugetsound.edu.
Please answer the following questions based on your knowledge of the candidate, or if you prefer, submit a letter of recommendation to Residence Life (1500 N. Warner, Tacoma, WA 98416–1003; or reslife@pugetsound.edu) commenting upon the student’s suitability for a Residence Life student staff position.

**Describe the student’s maturity** (sense of identity; integrity; reliability; emotional stability; good judgment; defined personal and academic interests):


**Describe the student’s interpersonal relationships** (ability to listen effectively, to hear other points of view, and to offer and receive constructive criticism; ability to work with others; openness to others of different background; warmth):


**Describe the student’s energy and organizational ability** (demonstrates initiative in academic and extra-curricular areas; ability to generate enthusiasm in others; demonstrate ability to organize and follow through on projects; ability to involve others):


**Describe the student’s leadership skills** (willingness to assume responsibility and leadership roles and to exercise authority; ability to delegate tasks and to manage time effectively):


**OVERALL RECOMMENDATION (PLEASE CIRCLE ONE):**

Must hire    Hire    Hire with reservations    Do not hire

**OTHER COMMENTS:**

Thank you very much for your support and participation in the selection of the 2014–2015 Residence Life Student Staff.

New Candidate Recommendation Form
RECOMMENDATION FORM FOR NEW
RESIDENCE LIFE STUDENT STAFF CANDIDATES 2014-2015

Part I: To be completed by Applicant

Applicant's Name: ________________________________

I understand that I have the right to inspect my file upon request under the Family Educational Rights and Privacy Act of 1974. I hereby ___Do Waive/___Do Not Waive my right of access to this letter of recommendation.

______________________________________________
Signature of Student

Date

Part II: To be completed by Evaluator

Residence Life staff serve the Puget Sound community through several different roles. Residence Life student staff members strive to: facilitate healthy community development within on-campus residences, create social and educational activities for residents, respond to crises, mediate conflict, and confront violations of policies within the area. Successful candidates must be mature, sensitive, enthusiastic, and eager to assist other students in their initial transition to or continuation of their residential experience at the University of Puget Sound. These positions are highly competitive leadership positions. Your contributions to this applicant’s candidacy are greatly appreciated!

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Email: reslife@pugetsound.edu

Campus Mail: US Post:
Residence Life Residence Life c/o Staff Selection
C/o Staff Selection University of Puget Sound CMB 1003
CMB 1003 1500 N. Warner, Tacoma WA 98416–1003

Evaluator’s Name: ____________________________ Position Title: ____________________________

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

___________________________________________________________________________________

May we contact you if further inquiry is necessary? Yes____ No____

If Yes, please provide contact information below

Email: ____________________________ Phone: (_____)__________________

For questions or concerns about the Residence Life student staff position(s), application form, recommendation form, or other, please contact the Office of Residence Life at ext. 3317 or reslife@pugetsound.edu.
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Describe the student’s interpersonal relationships (ability to listen effectively, to hear other points of view, and to offer and receive constructive criticism; ability to work with others; openness to others of different background; warmth):

Describe the student’s energy and organizational ability (demonstrates initiative in academic and extra-curricular areas; ability to generate enthusiasm in others; demonstrate ability to organize and follow through on projects; ability to involve others):

Describe the student’s leadership skills (willingness to assume responsibility and leadership roles and to exercise authority; ability to delegate tasks and to manage time effectively):

OVERALL RECOMMENDATION (PLEASE CIRCLE ONE):

Must hire Hire Hire with reservations Do not hire

OTHER COMMENTS:

Thank you very much for your support and participation in the selection of the 2014–2015 Residence Life Student Staff.