Residence Life Application & Instructions
Returning Candidates 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 returning team members (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 2015–2016 application 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 30, 2015 at 5pm. If applying for a specific themed area, you may be submitting additional material with this application. Because Residence Life Student Leader 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 decisions for 2015–2016 Residence Life Leadership Team and alternate 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 the Residence Life office (3209 N 15th) by 5pm on January 30, 2015. You will not participate in group process this time around.
- Individual interviews: Individual interviews will be thirty minutes long, held during the weeks of February 2–13, 2015.
- Final decisions will be made by Friday, February 20 via email.

YOUR COMPLETED APPLICATION SHOULD INCLUDE THE FOLLOWING

1. The “Residence Life Returning Candidate Application Form” (located in this packet).
2. A cover letter highlighting why you are applying and how you will strive to continue to serve students as a returning Student Leader. How will your experience challenge you and what do you still have to learn?
3. A résumé. (Please contact Career and Employment Services for résumé advice).
4. Responses to the three mandatory essay questions (please keep each response to 300 words or less).
5. Response to the optional essay question provided if applying for a themed living area position (please keep your response to 300 words or less).
6. Names of two references that 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 resident in your area. If you are studying abroad, you may submit the name of a previous resident.

*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 30 .................. Applications Due by 5:00pm at the Residence Life office (3209 N. 15th).
February 6 .................. Candidates Notified if selected to participate in the individual interview process
February 2–13 ............ Individual Interviews (Residence Life office (3209 N. 15th) 30 minutes long
February 20 ............... Final Decisions 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 spring term for additional training.

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.
LEADERSHIP POSITION POSSIBILITIES IN RESIDENCE LIFE

Residence Life has a variety of leadership positions that contribute to creating and sustaining vibrant and diverse communities. All team members of Residence Life adhere to minimum basic expectations outlined in the Position Description included below. Position classifications and themed areas are also described below. Some position 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 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 10 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 on Wednesday evenings, and attend other required training sessions and meetings as determined by their assigned Resident Director.
- Confer with, and report to assigned Resident Director on all aspects of Residence Life through weekly team meetings, informal contacts, individual meetings with assigned Resident Director, and the completion of various reports.
- It is expected that Residence Life Leaders be available in their assigned community a minimum of four evenings each week unless special arrangements are made with the assigned Resident Director.
- 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.
- 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 Resident Director and team. (GHC’s exempt).
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:

Resident Assistant (RA)

Resident Assistants compose the majority of student leaders in the Residence Life department. RAs live in more traditional, predominantly first-year living communities, such as Todd/Phibbs; Regester and Seward; Schiff and Harrington; Smith and University, and Anderson/Langdon. RAs are the primary means of support for residents in these communities, and are responsible for checking in regularly on the health and well-being of members of the community and promoting community standards. RAs spend approximately 20 hours per week completing their responsibilities. RAs participate in a nightly on-call rotation.

Resident Programming Advisor (RPA)

Resident Programming Advisors support the Residence Hall Association (RHA) in one of six communities – Todd/Phibbs; Regester and Seward; Schiff and Harrington; Smith and University, and Anderson/Langdon. This leadership 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 spend approximately 20 hours per week completing their responsibilities.

Resident Community Coordinator (RCC)

Resident Community Coordinators live in Trimble Hall, Commencement Hall, and the neighborhoods (on-campus houses, including Langlow House). 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. Trimble RCC is on-call (checking the building for health and safety concerns) each night of the week. Trimble RCCs spend approximately 20 hours per week completing their responsibilities. House
and Commencement RCCs spend approximately 10–15 hours per week completing their responsibilities, and are on–call only Friday, Saturday, and Sunday nights.

**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. **Resident Assistant (RA):** On–call nightly shared between six to eight team members; full room and board remuneration for a single room.
2. **Resident Programming Assistant (RPA):** In addition to the responsibilities of an RA, Co–advises with Resident Director one of six Resident Hall Associations; full room and board remuneration for a single room, additional stipend of $150 distributed four times a year.
3. **Trimble RCC:** On–call nightly shared between six RCCs; full room and board remuneration for a single room.
4. **Commencement RCC:** Weekend on–call responsibilities only (Friday–Sunday) shared between four team members; full room and board remuneration for a single room
5. **House RCC:** Weekend on–call responsibilities only (Friday–Sunday) shared between nine RCCs; housing only remuneration.
6. **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.

---

**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 community, 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.

**Business Leadership Program Cohort**

One RA position located in Anderson/Langdon Hall to support the Business Leadership Program (BLP) Cohort. This RA will support the development of the cohort. This RA must be a member of BLP. The RA is also responsible for facilitating the creation of floor community standards. Candidates for this position will be reviewed by Professor Nila Wiese.
E-House (Entrepreneur House Flat)
The E-House is located in Commencement Hall. This is a flat for action-oriented upper division students. Entrepreneurship is about solving problems in an innovative way. The problems entrepreneurs and social entrepreneurs solve may be social problems, environmental problems or market-based problems. Students living in this flat want to work interactively with students from multiple disciplines and perspectives to change the world in some way, large or small. This creative, inclusive, action-oriented flat appeals to internally motivated, focused students who want to turn their passion into a business, a non-profit, a movement. Candidates for this position will be reviewed by Professor Lynnette Claire.

Environmental and Outdoor Leadership Flat
The Environmental and Outdoor Leadership Flat is located in Commencement Hall. This flat was created to bring together juniors and seniors with different interests to create a community which inspires each other through your engagement on and off campus. This flat brings together those interested in: environmental policy and decision making, environmental science, outdoor leadership, sustainability, environmental activism, natural history or experiential education. Candidates for this position will be reviewed by faculty from the EPDI program.

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.

Honors Community
The Honors program has two positions within Residence Life. One RCC position is located in Langlow, at 1218 N. Alder Street. In addition to additional on-campus houses, this RCC 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 their first-year cohort in Regester Hall. The RA for this community must be a member of the Honors Program. Each position 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 faculty from the Honors Program.

Humanities
There are two positions in the Humanities program. One RA position located in Regester Hall and one RCC position located in Commencement Hall. This dynamic program provides a residential learning experience for students interested in the ways that ideas find expression through the arts. Residents represent all academic majors, including those in the natural and social sciences, but have in common a special interest in the arts (literary, theatrical, visual, aural) and their relationship to history, philosophy, and religion. Many students minor in the Humanities, although this is not a residential requirement. Candidates for this position will be reviewed by faculty from the Humanities Program.

Michel Rocchi International District Flat
The Michel Rocchi International District is located in Commencement Hall. It is an experiential living community with like-minded students with an international focus. This program will provide a home for study abroad students to orient themselves pre-departure and reacclimate upon returning to Puget Sound. Beyond study abroad, this will also be a home for any students whose academic pursuits and interests include an international component. Possible activities associated with this program may include: study abroad returnee picture night; international movie night; study abroad interest meetings; international food night/celebrations of holidays from different cultures; speakers
on topics such as international careers, grad school, international volunteer opportunities, political issues in relevant countries; a service project; and/or day trips or overnight field trips. *Candidates for this position will be reviewed by Michel Rocchi.*

**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 leaders will be asked to assist in this process. The exact locations of these seminars are still to be determined for next year.

**Substance Free Floor**
This RA 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.*
RESIDENCE LIFE RETURNER APPLICATION FORM

Full Name ___________________________________ UPS ID# _____________________ Gender__________

E-Mail Address ___________________________________ Campus Mail Box __________

Present Address (hall/room/street address): ________________________________________

Permanent Address (Street, City, State, & Zip) _______________________________________

Home Phone: (_______)_________________________ Cell Phone: (_____)_________________________  

Major: __________________________ Semesters lived on campus: ____ Cumulative GPA: __________

Anticipated Class Standing Fall 2015 (check one):  ____ Sophomore  ____ Junior  ____ Senior

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.

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. What specific areas of growth or skills do you hope to hone as a returning staff member; and what role do you believe your supervisor, area of responsibility, and/or team play in helping you continue to grow in Residence Life?

2. What are the challenges and benefits of being a returning staff member? How do you plan to navigate these considerations as a second or third year Residence Life member?

INTERESTED IN THESE THEME AREAS? CHECK ALL THAT APPLY:

☐ Adventure Education  ☐ Healthy Options Floor  ☐ Humanities Flat
☐ BLP Floor  ☐ Honors Floor  ☐ International District Flat
☐ E-House Flat  ☐ Honors (Langlow)  ☐ Residential Seminars
☐ Enviro/Outdoor Flat  ☐ Humanities Floor  ☐ Substance Free Floor

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 theme area.

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

Residence Life Application 2015–2016
Fill completely and neatly; attach on top of all application materials
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 resident in your area. If you are studying abroad, you may submit the name of a previous resident.

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?
________________________________________________________