Head Resident Application Information (2010--2011)

Thank you for your interest in a Head Resident position for the 2010-2011 academic year!

Attached you will find a copy of the Head Resident position description, Head Resident application, and reference forms for your current Head Resident and Residence Coordinator to complete. Please give the reference forms to the appropriate individuals. The application should be completed and returned to the Office of Residential Services no later than 3:00 p.m. on Tuesday, January 19, 2010.

The following checklist has been created to provide you with the details regarding this process.

_____ Applications & Reference Forms Due: Tuesday, January 19, 2010 by 3:00 p.m. to the Office of Residential Services. Applicants will be evaluated on academic and judicial history, application content and references, as well as previous performance as an RA. The reference forms provided should be completed by your Head Resident and your Residence Coordinator ONLY.

_____ Interviews: Begin Wednesday, January 20 through Friday, January 22, 2010 9am-4pm
Interviews will be conducted by a small panel of professional and paraprofessional staff members. You will need to sign up for an interview time slot when you submit your application materials. Interviews will last approximately one half-hour. Dress is professional.

_____ Offer Letters and Placement Decisions: Wednesday, January 27, 2010
Hiring decision letters will be available for pick up at ORS between 3-5 p.m. Successful candidates will receive a staff contract and position description at this time. Signed contracts need to be returned to the Office of Residential Services by 3:00 p.m. on Monday, February 1, 2010. Candidates who do not receive an offer for a Head Resident position and would like to be considered for a Resident Liaison or Resident Advisor position must notify Becky Grace by 3:00 p.m. on Monday, February 1, 2010.

Applications are to be submitted to the Office of Residential Services in Prosser Hall no later than 3:00 p.m. on Tuesday, January 19, 2010. Late applications will NOT be accepted.

Please be advised that accepting a Head Resident position for the 2010-2011 academic year will include the following commitments:

- **Group Process** for new Resident Advisor applicants on Saturday, February 6th from 8 a.m. to 5 p.m.
- **March Orientation Event - March 27, 2010** 9am-5pm Seegers 111-113
- **RA Class - April 14 & 15, 2010** 7-9pm Seegers 111
- **Fall 2010 semester** (inclusive of all building openings and closings).
- **Spring 2011 semester** (inclusive of all building openings and closings).
- **Head Resident Training** scheduled to begin August 15, 2010.

All questions or concerns regarding this packet or the Head Resident selection process should be directed to Becky Grace, Katy Mangold or Katie Shelley.
Head Resident Position Description

Head Residents (HRs) are full-time student staff members responsible for assisting the RCs with the general administrative and managerial needs of residence halls/areas. In addition to their RA responsibilities on an assigned floor, HRs are also responsible for the areas listed below.

- Assisting the RC with the supervision of the RA staff in their building(s). This includes working with the RC to review RA roles and responsibilities, maintaining communication with staff, and evaluating staff performance.
- Assisting the RCs in facilitating monthly area meetings for their entire area, facilitating a weekly staff meeting for the staff in their building(s).
- Evaluating staff formally once a year as a part of the ORS process.
- Evaluating staff informally throughout the year and formally documenting any failure to meet ORS expectations.
- Coordinating duty schedule and collecting/commenting on all paperwork for their staff, and providing this feedback in a timely manner.
- Serving as mentors and resources for their RA staff. This includes providing guidance in dealing with resident concerns/conflicts, helping with the development of creative program ideas, and assisting with policy enforcement.
- Acting as liaisons between the professional staff and the RAs, as well as between the professional staff and their residents. This includes collecting and disseminating information and reviewing any concerns with the RC on a regular basis.
- Coordinating administrative functions including hall openings and hall closings at the beginning and end of year, as well as vacation periods.
- Assisting the RC in gathering maintenance requests and damage reports.
- Participating in bi-weekly HR meetings with professional staff.
- Actively participating in and facilitating sessions during August and January training.
- Performing other duties as assigned by the Office of Residential Services.

Qualifications

- Must have served as a RA
- Must be juniors or seniors
- May not be on academic, residential, or disciplinary probation
- Must have a minimum of a 2.50 cumulative GPA
- Additional employment must be approved by the RC and Assistant Director for Residential Education
- May not student teach during their employment
- May not serve as Student Advisor
Head Resident Application

Name: _______________________________ Graduation Date: ________________

Semesters as an RA: __________________________ Cumulative GPA: ________________

Box #: _____ Extension: ________ Cell#: __________________________ ‘Berg Email: ________________

Responses to the following should be specific, concise, and no more than 200 words per question. Responses should be typed and attached to this application.

1. Please list all expected additional employment, student organizations, or other outside activities in which you plan to participate during the 2010-2011 academic year. Include an approximate time commitment per week for each activity. You may submit this information in resume format if desired. Discuss how you feel your involvement with these activities may or may not influence your performance as a Head Resident.

2. Having observed current Head Residents and having reviewed the position description, which position responsibilities appeal to you the most? Which responsibilities are you apprehensive about? Why? What do you feel qualifies you for the position over other applicants?

3. Describe your leadership style. You may want to include your thoughts on role modeling, administration, communication, delegation, giving/receiving feedback or other roles you see as essential for Head Residents. How would your style allow you to be a mentor for an RA staff of your peers?

4. Describe your ideal Residence Hall staff. Include yourself as the Head Resident, your Resident Advisor staff members, and your Residence Coordinator as your supervisor in the summary.

5. What type of community do you hope to develop in your building if you are hired as a Head Resident? Do you feel that your philosophy about community development would be most effective in a first-year or upper-class residential area? Why? Also, feel free to provide your placement preferences and any rationale behind them.

I verify that all of the information provided on this application is truthful and accurate. I waive my right to privacy and I understand that professional and paraprofessional staff members in the Office of Residential Services will be reviewing my College judicial and academic records, as well as my RA personnel file, throughout the selection process. I understand that if I am not hired as a Head Resident and wish to be considered for a Resident Liaison or Resident Advisor position, I must notify Becky Grace by 3:00 p.m. Monday, February 1, 2010.

Signature: _______________________________ Date: _______________________________
Candidate Name: ________________________________

I hereby agree to waive my right of access to this recommendation.

Candidate Signature: ___________________________ Date: ________________

Please provide your assessment of the applicant’s skills and qualifications by filling out the form below. Please rate the applicant in each area using the scale below and providing comments for each area. Return this form to the Office of Residential Services by 3:00 p.m. on Tuesday, January 19, 2009. Thank you for your assistance with this process.

Rating Scale:
1 - Poor  2 - Fair  3 - Good  4 - Very Good  5 - Excellent

1. This candidate possesses effective leadership skills.
   1  2  3  4  5

2. This candidate serves as an appropriate role model for his/her peers (for both students and fellow staff members).
   1  2  3  4  5

3. This candidate can confront his/her peers regarding inappropriate behavior.
   1  2  3  4  5

4. This candidate expresses him/herself clearly.
   1  2  3  4  5

5. This candidate is a good motivator.
   1  2  3  4  5

6. This candidate can effectively balance the roles of student and student leader.
   1  2  3  4  5

7. This candidate uses good judgment when responding to crisis situations.
   1  2  3  4  5

8. This candidate can be called upon for assistance when needed.
   1  2  3  4  5

9. This candidate has maintained good relationships with his/her residents, staff members, and supervisors.
   1  2  3  4  5

10. This candidate goes above and beyond the call of duty.
    1  2  3  4  5

Please share any additional comments about this candidate (continue on back if needed):

I, ________________________________ (print name),

_____ Highly Recommend  _____ Recommend  _____ Recommend with Reservations  _____ Do Not Recommend
this candidate for a Head Resident position.

Signature: _______________________________________________ Date: ________________

Muhlenberg College                                     Office of Residential Services
Head Resident Reference Form
(for your current RC to fill out)

Candidate Name: ____________________________

I hereby agree to waive my right of access to this recommendation.

Candidate Signature: ____________________________ Date: ____________

Please provide your assessment of the applicant’s skills and qualifications by filling out the form below. Please rate the applicant in each area using the scale below and providing comments for each area. Return this form to the Office of Residential Services by 3:00 p.m. on Tuesday, January 19, 2010. Thank you for your assistance with this process.

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10. This candidate goes above and beyond the call of duty.  1  2  3  4  5

Please share any additional comments about this candidate (continue on back if needed):

I, ____________________________ (print name),

____ Highly Recommend  ____ Recommend  ____ Recommend with Reservations  ____ Do Not Recommend

this candidate for a Head Resident position.

Signature: ____________________________ Date: ____________