Thank you for your interest in returning to staff for the 2010-2011 academic year!

Attached you will find a copy of the Resident Liaison position description and Resident Liaison Application. **Please note that there is a section of this application reserved for your Head Resident (if applicable) and your Residence Coordinator. Upon submission, we will forward your application to these individuals for their recommendations.** Please complete this application and return it to the Office of Residential Services no later than 3:00 p.m. on Friday, January 22, 2010. RL Candidates, including returning RLs, will **NOT** be required to complete an individual interview.

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

_____ **Resident Liaison Applications Due:** Friday, January 22, 2010 by 3:00 p.m. to the Office of Residential Services. Applicants will be evaluated on academic and judicial history, application content and HR/RC recommendations, as well as previous performance as an RA/RL.

_____ **Offer Letters and Placement Decisions:** Tuesday, February 2, 2010 after 3:00 p.m. Hiring decision letters will be available for pickup at ORS between 3-5 p.m. Successful candidates will receive a staff contract at this time. Signed contracts need to be returned to the Office of Residential Services by 3:00 p.m. on Friday, February 5, 2010. Candidates who do not receive an offer for a Resident Liaison position and would like to be considered for a Resident Advisor position must notify Becky Grace by 3:00 p.m. on Friday, February 5, 2010.

*Applications are to be submitted to the Office of Residential Services in Prosser Hall no later than 3:00 p.m. on Friday, January 22, 2010. Late applications will NOT be accepted.*

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

- **March Orientation Event** March 27, 2010 9am-5pm  Seegers 111-113.
- **Fall 2010 semester** (inclusive of all building openings and closings).
- **Spring 2011 semester** (inclusive of all building openings and closings).
- **August Training** scheduled to begin August 20, 2010.

All questions or concerns regarding this packet or the RL selection process should be directed to Becky Grace, Katy Mangold or Katie Shelley.
A Resident Liaison (RL) is a full-time student whose function is to act as a student contact for approximately 30-70 students living in Muhlenberg MILE houses and leased properties. RLs are selected based upon the same criteria as RAs. RLs are responsible for basic facilities management and programs for the MILE and leased property areas. RLs are responsible for promoting an environment conducive to individual rights and responsibilities as well as academic success. They are also encouraged to involve the surrounding Allentown community through day to day interactions and through extending an invitation to their programs. Under the supervision of an RC and other professional staff, RLs complement the formal education process at the college by enhancing the quality of life in the MILE area.

Community Development and Programming
- Is responsible for becoming familiar with residents and maintaining a positive relationship with them.
- Is responsible for facilitating, as an RL group, one community service project each semester and individually two additional programs per semester, one social and one educational.
- Works to establish and maintain an atmosphere in their community that is conducive to study, sleep, and positive interpersonal relationships.
- Monitors student behavior in their area and enforces college and office policies as outlined in the MILE/Special Interest Contracts. Liaisons are expected to respond appropriately to violations of such policies in their community.
- Is expected to serve as positive role models for residents in their area.
- Serves as the direct line of communication between the residents and the Office of Residential Services, keeping us informed of any issues or concerns arising in the area.
- Works to maintain effective communication of College policies, regulations, and information within their community through meetings, prompt distribution of information and direct student contact.
- Familiarizes him/herself with appropriate referral sources within and outside of the College community.
- Performs other duties as assigned by the Office of Residential Services.

Administrative Responsibilities
- Is expected to return early and remain up to or past closing time to secure area properties and be available for residents.
- Attends 2-3 monthly meetings with their Residence Coordinator.
- Completes property inventories before opening and after closing.
- Completes property inspections once or twice a semester.
- Completes weekly updates due to RC each Monday.
- Performs other duties as assigned by the Office of Residential Services.

Training
- Attends and actively participates in an August retreat and training week prior to beginning the RL position.
- Becomes certified in CPR either during August training or on own prior to August training.
- Attends and actively participates in the January training period.
- Attends and actively participates in in-service training sessions hosted by the RC.
Education and Conduct

- RLs are expected to conduct themselves in a manner that appropriately reflects the college’s values, objectives, and policies. RLs will be held to a high standard of behavior. An RL found in violation of said policies may be released from his/her position.
- Maintains necessary confidentiality. Confidentiality is critical in developing and maintaining a trusting relationship between the Resident Liaison and his/her residents. When warranted, RLs should make the student aware that they do have a responsibility to the college and that not all things can or should be kept in absolute confidence.
- Is consistent and impartial. They also need to be sincere, fair, concerned and interested in the residents.
- Is evaluated once each year and will assist with the Residence Coordinator evaluation process.
- Performs other duties as assigned by the Office of Residential Services.

Qualifications

- MILE house Resident Liaisons must have prior Resident Advisor experience
- MILE house Resident Liaisons must be juniors or seniors
- Candidates must have at least a 2.50 cumulative grade point average
- Candidates may not be on academic, residential, or disciplinary probation
- Resident Liaisons may not serve as Student Advisors

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 your involvement with these activities may or may not influence your performance as a Resident Liaison.

2. Why are you interested in returning to the staff as a Resident Liaison? What appeals to you most about living and working in the MILE area? What are your apprehensions?

3. Based on the definition of the MILE program, what role(s) do you feel the Resident Liaison plays in creating an independent living experience? How do you feel your RA/RL experience has prepared you to work with students in the MILE program? What initiatives will you take to develop a sense of community and a connection to Muhlenberg among your area residents?

4. What problems and concerns do you anticipate handling as a Resident Liaison? What actions will you take to educate MILE residents about life in the Allentown community? Consider issues such as noise, garbage, parking, and property damage.

5. Considering your previous RA/RL experiences, both positive and negative, describe your ideal MILE staff. Include yourself as a Resident Liaison on this team, your colleagues (fellow RLs), and your Residence Coordinator in your summary.
Resident Liaison Application
(6 Mile Houses/The Village/22nd & Chew)
Must be returning RA/RL

Name: ____________________________  Graduation Date: __________
Semesters as an RA/RL (including Spring 2010): __________
Cumulative GPA: ________________
Box #: ______ Extension: _______  Cell# ____________________________  ‘Berg Email: ___________________

Please check those of the following in which you will be involved during the 2010-2011 academic year:

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<thead>
<tr>
<th>Student Teaching</th>
<th>Study Abroad</th>
<th>Internship</th>
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<tr>
<td>Fall 2010</td>
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<tr>
<td>Spring 2011</td>
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</tbody>
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Roommates: Resident Liaisons placed in the 6 MILE properties will have either 2 or 3 roommates. Please indicate below the names and class years of your intended roommates.

### MILE - 3 Roommates

<table>
<thead>
<tr>
<th>Roommate Names</th>
<th>Class Year</th>
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### MILE - 2 Roommates

<table>
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<tr>
<th>Roommate Names</th>
<th>Class Year</th>
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### The Village - 3 Roommates

<table>
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<th>Roommate Names</th>
<th>Class Year</th>
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### 22nd & Chew - 2 Roommates

<table>
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<tr>
<th>Roommate Names</th>
<th>Class Year</th>
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Property Preference: Please rank your preferences for property placement. Preferences for placement & number of roommates will be considered, but not guaranteed. Please use #1 to indicate your first choice.

1. **2206 Chew Street** - 4-person attached house with 4 single bedrooms
2. **2333 Liberty Street** - 4-person single house with 4 single bedrooms
3. **318 Albright Street** (101) - 4-person apartment with 4 single bedrooms
4. **417 Leh Street** (101-001) - 4-person unit with 2 apartments, RL has own apartment with single bedroom, 3 roommates have own apartment with 1 double and 1 single bedroom
5. **2245 Gordon Street** (101, Keck house) - 3-person (4-person if RL has roommate) apartment with 2 double bedrooms
6. **323 North 22nd Street** - 4-person attached house with 4 single bedrooms
7. **The Village (5 positions)** - 4-person suite with 4 single bedrooms on 1st floor
8. **22nd & Chew (3 positions)** - 3-person suite with 2 bedrooms (RL room used as single)

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/RL personnel file, throughout the selection process. I understand that if I am not hired as a Resident Liaison and wish to be considered for a Resident Advisor position, I must notify Becky Grace by 3:00 p.m. Friday, February 5, 2010.

Signature: ____________________________  Date: ____________________________
Please note that this section of this application reserved for your Head Resident (if applicable) and your Residence Coordinator. Upon submission of your application, we will forward your application to these individuals for their recommendations.

This section to be completed by Head Resident (if applicable)

I do / do not recommend the above staff member to be hired as a Resident Liaison for the 2010-2011 academic year. Comments (attach separate sheet as needed):

Head Resident Signature ____________________________  Date____________________

This section to be completed by Residence Coordinator

I do / do not recommend the above staff member to be hired as a Resident Liaison for the 2010-2011 academic year. Comments (attach separate sheet as needed):

Residence Coordinator Signature ____________________________  Date____________________