

TERMS & CONDITIONS FOR STAFF

QUALIFICATIONS

1. Students who have reached junior or senior standing will be given preference for a head resident position.
2. Staff members will be selected from a pool of candidates that are Sophomore, Juniors or Seniors.
3. An HR, RA or HM must have a cumulative grade point average of 2.5 or better at the time of appointment and must maintain this average through the term of appointment.

DATES OF APPOINTMENT

The HR, RA, and HM appointment is for August – May of each academic year. HR, RA, and HM notification of exact starting date will be communicated through a letter from the Director of Residence Life.

VACATIONS, HOLIDAYS, TIME ON DUTY/ON CALL

During the academic year, the HR, RA, and HM will regularly serve either “on-duty” or “on-call”. On duty responsibilities include regularly scheduled duty hours. At other times staff members will be expected to be on-call and available to residents and other staff members when needed. Although it is impossible to quantify the amount of time a staff member must spend on his/her floor, availability to students is important. Staff meetings, hall council meetings and on call duties are required.

REMUNERATION

Projected compensation for an HR is \$3,550.00 per academic year and includes a furnished apartment at no additional room charge. Projected compensation for an RA is \$2,400.00 for first year and projected compensation for a returning staff member is \$2,600.00. Projected compensation for HM's and Theme House RA's is \$2,400.00. In addition, staff members get a double/single room at no additional charge.

ADDITIONAL COMMITMENTS-EMPLOYMENT AND CO-CURRICULAR ACTIVITIES

HR's, RA's, and HM's are expected to devote a considerable amount of time to their positions while not sacrificing their academics. **Staff members may, therefore, accept no other employment unless approved by the Director of Residence Life.**

STAFF TRAINING

HR's, RA's, and HM's are required to attend training prior to the beginning of the academic year in addition to periodic in-service training sessions throughout the year.

COLLEGE & RESIDENCE HALL REGULATIONS

Residence Life staff members are College staff members as well as students living in a residential facility. Staff, therefore, are expected to observe all College and residence hall regulations in an exemplary manner. Failure to do so may result in termination of employment.

SELECTION PROCESS

Completed application will be reviewed for the year in school, grade point average, evidence of maturity, responsibility and other positive personality traits. Upon review of the above documents, past performance, and evaluations, returning staff members will be informed of their selection, or otherwise.

Applications Due Thursday, January 31, 2019 at 4:00pm

RES LIFE STAFF APPLICATION FOR 2019-2020

Application Instructions

1	<p>Write a cover letter.</p> <p>Attach a well composed cover letter which answers the following questions:</p> <p>New RA Applicants: What personal characteristics, skills and values do you possess that would assist you in being an effective staff member? How do your previous experiences prepare you for success in this position?</p> <p>HM Applicants: In your own words describe what a student leader in this position does. What qualities about yourself make you a good candidate for this position? Provide an example of a time you had a positive influence on another student. Please view the job description for this position online at www.monmouthcollege.edu/fsl</p>
2	<p>Compose a resume.</p> <p>Attach a resume that details your experience in the following areas: education, previous employment experience, leadership experience (involvement, volunteering), other relevant experience. You can schedule a meeting with a staff member in the Wackerle Career and Leadership Center to help with your resume. Or you can attend one of the pre-scheduled Resume Clinics:</p> <ul style="list-style-type: none"> • TBD!!!
3	<p>Obtain references.</p> <p>Using the Reference forms included in this packet, sign the waiver on each and give to two people who will recommend you.</p> <p>New RA Applicants: Two professors, advisors, or direct supervisors.</p> <p>HM Applicants: One professor or advisor and one chapter executive officer.</p>
4	<p>Questions (for RA applicants only)</p> <p>On a separate sheet of paper, please answer the following questions and include with your application materials.</p> <ol style="list-style-type: none"> 1. Why are you interested in a residence life position? 2. What do you believe the role of a Resident Assistant is? 3. How would you promote a positive community in your hall?
5	<p>Complete application.</p> <p>Complete application ensuring that you have signed the statement on the front. Assemble and enclose the materials required for the remainder of the application. Please ask your Head Resident, Resident Assistant or House Manager for advice about this application, or contact the Office of Residence Life if you have any questions.</p>
6	<p>Submit on time.</p> <p>Staple your cover letter and resume to your application.</p> <p>House Manager applicants, have your chapter president certify your application.</p> <p>Submit completed application to the Office of Residence Life, Poling Hall by Thursday, January 31, 2019 at 4:00pm.</p> <p>Late or incomplete applications will not be accepted.</p>

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