

# RESIDENCE LIFE STAFF APPLICATION 2019-2020

RETURNING RA and All HR Applicants



## SECRETS TO SUCCESS...

Head Residents, Resident Assistants, and House Managers endeavor to help students succeed at Monmouth College. Not only do these important staff members keep the campus safe, they provide hours of fun programming and establish communities of friendships which last a lifetime.

If you want to join this team of dedicated students, check out the following secrets to success:

**Involvement.** Once you move into a building as a resident, it is important that you get involved. Residence halls and Greek housing units provide numerous opportunities for involvement. These include from serving as a member of the hall government or a fraternity executive board, to participating in campus activities. Being involved in a community shows that you care about it and want to make a difference. Through residence hall activities and events, hall staff members get to know the people across campus.

**Initiative.** Living on campus provides all types of opportunities for individuals to take initiative. When selecting a hall staff member the Office of Residence Life looks for individuals who show initiative. Students willing to handle a sometimes stressful situation, put together an activity or help a student resolve problems are the right match for a residence hall staff position.

**Enthusiasm.** Working to enthusiastically serving your residents will help you do your job well and succeed in a residence life position. Picking up trash you see in the hallway or cleaning up a mess someone else made are a simple way to show your pride while earning the respect of other staff members and fellow residents.

**Interest.** Talk with a current RAs in your hall or your fraternity officer as well as the professional housing staff to let them know you are interested in joining the staff. Show your support of Residence Life by liking it on Facebook at [facebook.com/mcResLife](https://facebook.com/mcResLife), and interact with current staff members and other residents on line as well.

Stay out of trouble! Student staff members are responsible for enforcing college policies. Students with a disciplinary record will not be hired. So stay out of trouble!



The Office of Residence Life is pleased to know that you are considering re-applying for a residence hall staff position. We are interested in selecting the most qualified applicants for the Head Resident (HR) and Resident Assistant (RA) positions. Therefore, if you wish to be considered for an HR/RA position for the 2019-2020 academic year, you need to go through the returning staff selection process. The selection process includes the following steps:

1. Complete Application Form
2. Updated Resume
3. Evaluation by your current Head Resident
4. Attach summary of your Fall 2018 hall programs
5. Have one recommendation form completed by a professor or advisor

**Applications are due no later than 4:00pm on Thursday, January 31, 2019, in the Office of Residence Life, main floor Poling Hall.** Late or incomplete applications will not be accepted.

Please do not hesitate to contact our office with any questions you may have about the application process or details about any of the positions. We wish you the best in pursuing this important leadership role!

John Salazar, Assistant Dean of Students & Director of Residence Life  
Tabitha Vick, Assistant Director of Residence Life & Coordinator of First-Year Communities  
Max Seisser, Assistant Director of Leadership Development and Hall Director



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

# TERMS & CONDITIONS FOR STAFF

## QUALIFICATIONS

1. Students who have 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 or RA 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 or RA appointment is August – May of each academic year. HR and RA 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 or RA 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 HR's is **\$3,550.00** per academic year and includes a furnished apartment at no additional room charge. RA's projected compensation is **\$2,400.00** for first year and returning staff member's projected compensation 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 and RA'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 and RA'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.

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# RES LIFE STAFF APPLICATION FOR 2019-2020

## Application Instructions

<b>1</b>	<p><b>Questions.</b></p> <p>On a separate sheet of paper, please type the answers to the following questions and attach to the application form:</p> <ol style="list-style-type: none"> <li>1. Briefly state why you should be rehired.</li> <li>2. What personal characteristics, skills and/or values have you acquired as a residence life staff member that would assist you in being an effective returning staff member?</li> <li>3. How have you contributed to the residence life program as a staff member?</li> <li>4. If rehired, what would you do differently next year?</li> <li>5. In addition to your current activities, what other major campus activities will you be participating in next year?</li> </ol>
<b>2</b>	<p><b>Compose a resume.</b></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"> <li>• TBD!!!</li> </ul>
<b>3</b>	<p><b>Evaluation/Recommendation Forms.</b></p> <ol style="list-style-type: none"> <li>1. As part of the process you will be evaluated by your current HR. See Evaluation/Recommendation Form. It is your responsibility to give your supervisor this form and ask that it be completed. Your supervisor will make a recommendation, or otherwise, to your rehire status. The supervisor of the returning candidate is responsible for returning it to the Office of Residence Life in a sealed envelope no later than <b>January 31, 2019.</b></li> <li>2. One recommendation form filled out by a professor or advisor. See Res Life Staff Reference Form. The professor or advisor of the returning candidate is responsible for returning it to the Office of Residence Life in a sealed envelope no later than <b>January 31, 2019.</b></li> </ol>
<b>4</b>	<p><b>Summary of Fall 2018 Hall Programs.</b></p> <p>Write a summary of the fall hall programs that you organized and explain what the programs may have accomplished. Attach summary to the application form.</p>
<b>5</b>	<p><b>Submit on time.</b></p> <p>Staple all application materials together and submit to the Office of Residence Life, Poling Hall by <b>Thursday, January 31, 2019 at 4:00pm.</b> Late or incomplete applications will not be accepted.</p>

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