



Resident Director Application Packet 2015-2016





OFFICE OF RESIDENCE LIFE

Dear Candidate:

Congratulations! You have already made one of the first steps to becoming one of the most influential leaders on the Snow College Campus. The mere fact of you picking up this packet shows me your desire to assist others and to be an example to your fellow students. Thank you for who you are! I look forward to getting to know you better in the future.

The Resident Director position is a professional staff member of the Office of Residence Life. As such, the position of Resident Director is a very unique opportunity for you as a leader, and one that will help you in whatever career your are pursuing. Your leadership, time management, and critical thinking skills will be tested and strengthened. I cannot over exaggerate the importance of this position to us here in Office of Residence Life. Without Resident Directors, our office would not function.

Our goal as an office is to promote fun and safe living environments for students while they are here at Snow College. We are here for the students, not the other way around. Because of that it is our job to help them succeed in whatever goal they might have. I am excited that you want to be a part of our team and assist in our vision and goals for the College.

I wish you the best of luck, and encourage you to come to me or any member of our staff with questions you might have. Read over everything in this packet, and make sure you don't miss anything!

See you soon!

Scott Mathie
Residence Life Coordinator
scott.mathie@snow.edu
435-283-7152

Resident Director Qualifications:



RESIDENCE
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- Full Time Student at Snow College
- Completion of at Least 10 College Credits (on campus)
- GPA of 3.0 or higher
- In Good Standing with Snow College
- Be Available for Resident Director Training on July 20, 2014
- Two or More Years of Leadership Experience
- High Moral Character and Work Ethic
- 1+ Year of Residence Life experience preferred
- Hold NO OTHER Leadership Position in Any Other Organization or group. (Student Body Advocate, Ambassador, President's Leadership Team, etc.)
- Completed All Aspects of the Application Before the Deadline
- Participation in All Portions of the Interview Process
- Applicants may be single or married. Only 1 RD is hired per building.

**"BELIEVE. EMPOWER. LEAD. INSPIRE.
SUPPORT. DIRECT.
BE AN RD."**

Resident Director Selection Timeline

<u>Event</u>	<u>Date</u>
Applications Available	November 17
* Applications Due	January 30
* Individual Interviews	February 2-6
Decision Letters Delivered	March 6
* New Residence Life Staff Banquet	March 13
* Resident Director Training	April 10
* Spring Training	April 11
* Fall RD Training	July 20-23, 28-31
* Fall RA Training	August 3-19

* Required Events

Have an experience that is

REWA(RD)ING

an RD experience

Resident Director Application Information

Only completed applications will be considered for the position. All applications are due no later than 5 p.m. on:

January 30, 2015

All applications **must** include:

1. Cover Letter
2. Picture of Yourself
3. Completed Application (pgs. 7-8 of this packet)
4. Résumé
5. Completed Recommendation Letters (3)
6. Case Study Essay
7. Copy of Transcript
8. Completion of on-campus housing application (done online, not turned in)

Individual Interview

Candidates will then sign up for individual professional interviews, which will be held from 10:00 a.m. – 4:30 p.m. February 2-6. Interviews will be held in the Office of Residence Life.

All applications will be turned in to:

Scott Mathie
Residence Life Coordinator

Office of Residence Life
Snow College
150 East College Avenue
Ephraim, UT 84627

scott.mathie@snow.edu
435-283-7152
Fax: 435-283-7284

*Familiarize yourself with the duties of the RD position
to aid yourself throughout the selection process.*

Resident Director Job Description

Resident Directors (RD) are full-time students who live in the Residence Halls and are responsible for supervising a staff of 3-8 Resident Assistants (RAs). RDs provide support to both staff and residents in their building. Other major responsibilities are:

Community

- ◇ Be aware of students, their needs and concerns.
- ◇ Plan and implement regular programs for students to socialize, build community, and learn successful life skills.
- ◇ Act as a resource for students about questions and concerns.
- ◇ Promote and encourage an appreciation of diversity among residents and encourage interaction among residents.
- ◇ Promote the mission of Snow College and the Office of Residence Life.

Policy Enforcement

- ◇ Understand on-campus housing policies and how these rules promote successful living.
- ◇ Be an example and correct or address policy infringement both in and around Residence Halls.
- ◇ Participate in a rotating on-call schedule that will include weekends and holidays.

Administrative

- ◇ Distribute all fliers issued through the Office of Residence Life
- ◇ Maintain paperwork of check-ins and check-outs, health and safety inspections, and other forms.
- ◇ Attend weekly staff meetings and monthly in-services, along with semester trainings.
- ◇ Work four hours in the Office of Residence Life per week.
- ◇ Assist in the Resident Assistant selection process and RA Training where assigned.

Collateral

- ◇ Each RD will hold ownership of a collateral of the Office of Residence Life. Examples of collaterals include programming, publicity, Resident Assistant Council supervision, etc.

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Personal Information

Name _____
Last First

Badger ID# _____ Shirt Size _____

Email Address _____

Cell Phone # _____

Snow Mailing Address _____

City _____ State _____ Zip Code _____

Are you legally eligible for employment in the United States?

Yes No (Proof of citizenship or immigration status will be required if employed)

Have you ever been convicted of a felony? (Required)

Yes No Signature _____

If yes, please explain _____

Educational Information

Semester GPA _____ Cumulative GPA _____

Field of Study _____

Semesters at Snow: Never Attended 1 2 3+

Anticipated Graduation Date _____

*To be eligible for the position of Resident Assistant, you must be officially accepted to Snow College. 10+ credits must be taken through Snow College each semester while working for Snow College Residence Life.

Additional Information

Please list all time commitments you anticipate for the academic year. This may include work hours, clubs, organizations, committees, church groups, intramurals, etc. All commitments should not conflict with more than two nights per week.

Describe your anticipated class schedule for the Fall 2015 semester including what classes and how many credits you plan to be taking.

APPLICANT'S AGREEMENT

I certify that all information supplied on this application, on supporting documents, and during interviews is correct to the best of my knowledge and that false information is cause for non-consideration of my application or discharge if discovered after hiring. I authorize Snow College to investigate all statements made on this application, on supporting documents and during an interview, and I also authorize all educational institutions, employers and others, (and their agents and employees) to respond to questions concerning information on my education and work. I further release from liability Snow College for requesting information and such former employers, institutions, or persons, for providing such information to Snow College.

Date

Signature

To Candidate: You are required as part of your application to complete three reference forms from one of your Professors, one other Snow College faculty/staff member, and one other reference of your choice. Instruct them to mail/fax this form to the Office of Residence Life. **You may not turn in your own reference forms.**

Applicant Name _____

Date _____

Hello!

The purpose of this form is to aid in the selection of Resident Directors for the 2015-2016 Academic year. Your input on this candidate will be important help in the selection process. Please fill out this form and then submit it to the Office of Residence Life via inter-department mail, **do not give it back to the student.** Thank you for your help and all you do, please feel free to contact me with further questions or comments you might have.

Scott Mathie
Residence Life Coordinator
Snow College Office of Residence Life

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435-283-7152
Fax: 435-283-7284

Position Description: A Resident Director (RD) is a vital leader in supervising students and staff staying in the Residence Halls. RDs conduct administrative responsibilities in Residence Halls, while also enforcing college policy. They are professional staff members and are relied on by Resident Assistants for crisis situations.

1) Please describe your relationship with the candidate: _____

2) What skills or qualities does this candidate have that makes them a good leader: _____

3) What comments can you make about this student's learning abilities and work ethic: _____

4) Please give your opinion on the following qualities concerning this student:

	Outstanding	Very Good	Average	Below Average	Can't Judge
Positive Influence					
Critical Thinking					
Personable/Outgoing					
Time Management					
Interest in others					
Maturity					
Good Representative of Snow College					
Assertiveness					
Perform Well Under Pressure					

*Feel free to note additional comments on the back of this form or to attach another sheet.

Reference Name

Department/Position

Signature

Phone Number

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Case Study

Each applicant will be required to submit an essay of **no longer than two pages** describing how you as a Resident Director at Snow College would handle one of the following situations. Be specific, identify the issues, and how you as a leader would handle them to ensure that the environment in the Residence Halls is healthy and safe.

Consider the Following Questions in Your Essay:

- * What information do you need and who will you get it from to help resolve the issue?
- * How could you prevent this in the future?
- * What resources at Snow College could be used to aid this situation?

Situations:

- 1) You receive a phone call from one of your RAs explaining that they have found a male resident (18 years old) losing consciousness in the hallway. A female resident (19 years old) was sitting in the hall crying hysterically and informed the RA that the male resident had taken a large handful of pills.
- 2) You supervise a staff of 4 Resident Assistants. Their personalities and leadership qualities differ from blunt and direct, to timid and people-pleasing. During your staff meeting you sense a large amount of discontent and angst towards one another. The staff is divided, gossips about each other, and residents are starting to notice that the staff is not unified.
- 3) In your building one of your popular lobbies, the movie room, has been taken over by a group of students. They push people out and do not allow anyone other than their friends to be in the lobby. The RAs have asked them repeatedly to stop treating other students that way, but no change has followed. Your Resident Assistants then ask you to step in.

***Turn this essay in along with your completed application**