House Manager Selection
Timeline 2009-2010

February 23
Download application from Greek Life website.

March 6
Applications due to Zach Thomas (Moseley 209) by 5pm or in Campus Box 2975. It is the applicants responsibility to make sure the everything is completed properly and on time.

March 10-12
Interviews with Zach Thomas and House Managers.

March 13
Decision letters email out

If there are any questions or concerns, you can contact Zach Thomas, Assistant Director of Greek Life at x7326.

It is recommended that each chapter have at least two applicants apply and come for interviews. Upper class students are highly encouraged to apply. Current House Managers and the Assistant Director of Greek Life will be conducting the interviews.
Elon University Greek Housing
House Manager Application

Eligibility Criteria:
Candidates must have lived on campus for at least one semester. Additionally, they should have been members of the chapter for at least one full semester before applying (including new member semester). Candidates are to be in good judicial standing and must maintain a minimum 2.50 cumulative grade point average. House Managers must carry a minimum of 12 hours per regular terms. Applicants should be detail-oriented, dependable, respectful and willing to work with others.

House Managers must
- Participate in ALL training sessions
- Be present both FALL and SPRING terms (it is preferred that HM be present during winter term as well for 2009-2010 academic year)
- Participate in ALL university opening and closings (semesters and breaks)
- Complete two office hours per week in the Greek Life office
- Create house programs and complete paperwork on time and neatly
- Participate in all staff meetings and be an active staff member

Please print clearly or type the following information

General Information
Name_________________________ Social Security Number________________
Campus Box_________ House/Room_________ Phone Number________________
Home Address_________________________________________________________
Home Phone Number_____________________

Academic Information
Major_________________________ Minor______________________________
Current Year_________ Anticipated Graduation Date_________ GPA________
Anticipated academic load (credit hours) for the next three semesters:
Fall2009_________ Winter2010_________ Spring2010________________
Are you planning to Study Abroad? Yes    No    If yes, when?_________________
Residence Hall Information

Residence Halls you have lived in:

<table>
<thead>
<tr>
<th>Hall/House</th>
<th>From (month/year)</th>
<th>To (month/year)</th>
<th>Your RA/HM</th>
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Other Information

List any and all clubs/organizations in which you have participated. Be sure to include any offices you held and awards you received:

List any activities/communications that will cause you to be off campus next year or that may interfere with your position as House Manager (internship, student teaching, etc.):

References

Please list below the three references and their telephone numbers. Each individual should complete one of the attached recommendation forms. It is the responsibility of the applicant to make sure that all recommendations given/sent out to whom you want and returned to the Assistant Director.

1. Executive Officer: ____________________________________________
2. Staff/faculty member: _________________________________________
3. Staff/faculty member: _________________________________________

What is a House Manager?

On a separate sheet of paper please type you answers to the following questions. Your answers should be as detailed and creative as possible. Responses should be limited to two typed pages total.

1. What is your understanding of the role of a House Manager?
2. What qualities do you have that could assist you in this role?
3. What do you hope to gain and learn from the position?
4. Please describe an experience or person who has influenced you to apply for the House Manager position.

Thank you for your interest!
Elon University Greek Life
House Manager Recommendation Form

Name of Applicant: ____________________________________________
Relationship to Applicant: ______________________________________

How would you rate the candidate on each of the characteristics below? Please use the following scale:

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- Assertiveness
- Creativity
- Leadership
- Listening Skills
- Maturity
- Open mindedness
- Self awareness
- Respect for others
- Oral communication skills
- Written communication skills
- Dependability/reliability
- Overall potential for growth
- Team player/working with others
- Initiative
- Time Management
- Role model for others
- Professionalism

Taking all of the information that you provided into consideration, how would you recommend the candidate for a House Manager position?

- Highly recommend
- Recommend with reservation
- Recommend with no reservation
- Would not recommend

In the space below, please provide comments and/or concerns to support your ratings of this candidate.

_________________________________________________________________
_________________________________________________________________
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Printed Name __________________________ Position __________________________

Signature ____________________________ Date __________________________

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