Student Staff Recruitment
For J-Term/Spring 2016 & the 2016-2017 Academic Year

There are many ways to bELONg at Elon University – from student government, clubs and organizations, and athletics to social interactions. Like a puzzle, each student is searching for the place where they can find their fit in our Elon Community. For some, that is within the student staff positions in the department of Residence Life. If you find your passion mentoring others, building a community, and helping others find their own fit, then a position within Residence Life may be perfect for you! We are excited that you are considering finding your fit with Residence Life, and look forward to reviewing your application soon!

Best,
The Residence Life Recruitment Team

Where can you find your fit in Residence Life?

Resident Assistant
Serve as a mentor to primarily first and second-year students within residence halls, focusing on connecting students and building a thriving residential community.

Neighborhoods—
The Flats at Danielely Center
Colonnades Neighborhood
Global Neighborhood
Historic Neighborhood
Trollinger House & Expanded Housing

Apartment Manager
Serve as a resource to upper-class students in apartment-style housing, and take ownership over a specific leadership capacity within the neighborhood.

Neighborhoods—
The Apartments at Danielely Center
The Oaks Neighborhood
Park Place
The Station at Mill Point

If you have any questions, please contact: workforresidencelife@elon.edu

Fostering respect for individual differences is central to the mission of Elon University. Residence Life seeks individuals who are eager to join us in our commitment to recognize and support the diversity of students living in the residential communities. Residence Life does not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national or ethnic origin, veteran status, or disability.
# Recruitment Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>Application Available</td>
<td>Thursday, October 1</td>
<td>elon.edu/residence life Elion Job Network</td>
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<tr>
<td>Interest Meetings</td>
<td>Thursday, October 8</td>
<td>Alamance 215</td>
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<tr>
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<td>@ 5:00 pm</td>
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<td></td>
<td>Thursday, October 15</td>
<td>Colonnades C 100</td>
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<td>@ 7:00 pm</td>
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<td></td>
<td>Monday, October 19</td>
<td>Daniel Commons Classroom</td>
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<tr>
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<td>@ 5:00 pm</td>
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<td></td>
<td>Monday, October 26</td>
<td>Global Commons Media Room</td>
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<tr>
<td></td>
<td>@ 6:00 pm</td>
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<tr>
<td></td>
<td>Monday, October 26</td>
<td>Oaks Commons 207</td>
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<tr>
<td></td>
<td>@ 8:00 pm</td>
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<tr>
<td>Applications Due</td>
<td><strong>On or before</strong></td>
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<tr>
<td></td>
<td><strong>Friday, November 6</strong></td>
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<td>@ 5:00pm</td>
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<tr>
<td>In-Person Interview Process</td>
<td>Saturday, November 14</td>
<td>Global Commons</td>
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<td>or</td>
<td>You will sign up for an interview block when you turn in your application.</td>
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<td></td>
<td>Sunday, November 15</td>
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<tr>
<td>Candidate Notification</td>
<td>Monday, November 23</td>
<td>via Elon email</td>
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<tr>
<td>for J-Term/Spring 2016</td>
<td>by 5:00pm</td>
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<tr>
<td>Acceptance Letters Due</td>
<td>Tuesday, December 1</td>
<td>Drop off— Residence Life</td>
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<td>for J-Term/Spring 2016</td>
<td>by 5:00 p.m.</td>
<td>Attn: Nolan Patouillet</td>
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<td>Global C 103</td>
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<td>2980 Campus Box</td>
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<td>Elon, NC 27244</td>
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<tr>
<td>Candidate Notification</td>
<td>Tuesday, January 12</td>
<td>via Elon email</td>
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<td>for 2016-2017 Academic Year</td>
<td>by 5:00pm</td>
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<tr>
<td>Acceptance Letters Due</td>
<td>Friday, January 15</td>
<td>Drop off— Residence Life</td>
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<td>for 2016-2017 Academic Year</td>
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Please submit completed applications to the main Residence Life office at Global C 103 by Friday, November 6 by 5:00pm.

If you have any questions, please contact workforresidencelife@elon.edu.
## Applicant Information

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<tr>
<th>Full Name</th>
<th>Date of Birth / /</th>
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<td>Student ID</td>
<td>Housing Assignment</td>
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**Preferred Gender Pronoun:** □ He/Him □ She/Her □ They/Them □ Ze/Hir □ Other:

**Email Address:** @elon.edu

**Current Class Year** □ FR □ SO □ JR □ SR

**Major(s) | Minor(s)**

**Current Semester GPA | Cumulative GPA | Sem. Hours Completed**

**Phone Number (cell/local) | Campus Box**

| Including this semester, how many semesters have you lived on campus? | Are you eligible to work in the US?: □ Yes □ No |

### Which position(s) are you applying for? Please see attached job descriptions.

- □ Resident Assistant
- □ Apartment Manager

### Are you interested in working as an RA within a Living Learning Community? □ Yes □ No

The list of LLCs can be found at: elon.edu/e-web/students/residence_life/residential-campus/living-learning-communities.xhtml

If so, which LLC/s?

1. ____________________________ 2. ____________________________

### If hired, when can you begin employment? Please check all that may apply.

- □ J-Term 2016
- □ Spring 2016
- □ Summer 2016 (AMs Only)
- □ Fall 2016

### Are you planning to Study Abroad? Please check all that may apply.

- □ J-Term 2016
- □ Spring 2016
- □ Fall 2016
- □ Spring 2017

### Legal/Student Conduct Information

Please respond to the following questions. If your response to any of these questions is “Yes” please submit a written explanation of that item. The explanation must be attached to this application.

- Have you ever been convicted of a criminal offense other than a minor traffic violation or are there criminal charges pending at this time? □ Yes □ No
- Have you been found in violation of any Student Conduct charges? □ Yes □ No

The information supplied in this application is correct to the best of my knowledge and in compliance with Elon’s Honor Code. I understand that intentionally providing any false information could result in the rejection of my application and/or rescinding of an offer of employment or contract. I understand that Residence Life will review my student conduct and academic records in order to verify that I am in good standing.

**Applicant’s Signature: ____________________________ Date: / / /**

*Please submit completed applications to the main Residence Life office at Global C 103 by Friday, November 6 by 5:00pm*

*If you have any questions, please contact workforresidencelife@elon.edu.*
Additional Materials

**Supplemental Questions**

Please type a response to each of the following questions. Feel free to tailor your answers to a specific position, if applicable. Each response should be 150 words or less.

1. Why you want to become a student leader in Residence Life?
2. What specific skills or characteristics do you possess that are necessary to be a student leader?
3. Describe one problem that Elon students typically face and how you would help residents work through that?

Optional Question:

4. If you are also interested in serving as a Living Learning Community Resident Assistant, please specify this and discuss why you would be a good fit for that specific community.

Please attach the following...

- Resume
  - Please include past employment, leadership positions, organizational involvement, service learning experiences, applicable honors and awards, etc.
  - The Student Professional Development Center is available to assist with resume preparation for Residence Life Student Staff candidates.
- Current GPA from OnTrack (printout)
  - Minimum GPAs: 2.5 for Resident Assistants and 2.75 for Apartment Managers.
  - Please do not include this if you do not have a GPA due to your class year or transfer status.
- References
  - Three individuals will serve as your references and may be contacted by Residence Life staff. Letters of recommendation are not necessary.
  - One reference must be an Elon University faculty or staff member (RA, AM, on-campus position supervisor/advisor/mentor), and the additional references can be of your choice. Please do not include family members. Assistant Directors and Graduate Assistants in Residence Life cannot serve as a reference since they are part of the final selection process.

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<tr>
<th>Name</th>
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What’s the in-person interview process like?

It is a 3-hour process comprised of individual interviews and interactions, as well as group activities. This process will help staff evaluate your interpersonal and community-building skills to help gauge if a Residence Life student staff position is for you! More information about how to prepare for this process will be provided upon the submission of your application.
Resident Assistant Leadership Position

Elon University Residence Life employs approximately 70 Resident Assistants (RAs). As integral members of the Residence Life staff, RAs endeavor to foster safe, healthy residential environments, supportive of students’ personal and academic growth through community support and development. RAs serve as community developers and help broaden the educational and living and learning experience of their residents, all the while remaining successful students at Elon University.

Resident Assistant Responsibilities (include, but are not limited to, the following):

Community Development and Education
- Develop and maintain positive interpersonal relationships with each resident through regular outreach to the community and individual intentional interactions.
- Maintain a visible presence in the community by working directly with students within their assigned neighborhood. Build relationships with residents that foster honesty, integrity, responsibility and respect.
- Respond to and document crises or emergencies that may occur within the residence halls.
- Initiate, supervise and plan community events on a regular basis.
- Meet with residents to assist them in resolving roommate conflicts and other personal challenges.
- Be alert to student concerns, support and engage residents, and actively provide resources to students.

Role Modeling and Mentorship
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures.
- Serve as a mentor and leader within your community and actively engage in setting community standards.
- Exercise good judgment, ethical decision-making, and respect for fellow community members.
- Actively work to challenge, guide and positively impact your residents’ Elon experience through care and support.

Team Member
- Convey a positive attitude toward the RA position and its duties and responsibilities.
- Positively participate in all staff development, staff meetings and department meetings, and other related assigned tasks throughout the period of appointment.
- Participate in the recruitment and selection processes of Residence Life student and professional staff.

Facilities and Administration
- The RA will assume on call responsibility in the neighborhood. On Call responsibility is a shared, rotating schedule on a nightly and weekend basis to ensure the safety and security of students at Elon University.
- Identify and report maintenance issues as well as the general upkeep of buildings and areas.
- Conduct regular Health and Safety inspections of their buildings and floors and educate residents about fire safety and other emergency situations.
- Coordinate, with your supervisor all aspects of opening and closing at the beginning and end of the academic year and all university scheduled breaks. Return to campus earlier and stay later than other students for training and opening and closing purposes.
- Complete all required paperwork in a timely manner.

Remuneration and Qualifications
The Resident Assistant leadership role is a 10-month, generally 15 hours per week position. Previous experience living on campus, student leadership, and sophomore status or higher by the time of employment are preferred. A 2.5 minimum semester and cumulative GPA is required. Remuneration includes housing waiver and monthly stipend that are equal to the cost of a single room.
Apartment Manager Leadership Position

Elon University Residence Life employs 16 Apartment Managers (AMs) who support the apartments in Danieley Center, the Oaks Neighborhood, Park Place Apartments, and the Station at Mill Point. The AM is an integral part of the residence life team; they are responsible for engaging apartment residents in the residential campus experience, as well as the daily operations that are unique to the apartment communities. This is a 12 month, live-in student leadership experience.

Apartment Manager Responsibilities (include, but are not limited to, the following):

Community Development and Education
- Maintain a visible presence in the community by working directly with students within assigned neighborhood.
- Serve as a key leader within neighborhood and actively set a high standard of excellence for customer service.
- Build inclusive relationships and respond to and document crises and emergencies.
- Meet with residents to assist in resolving roommate conflicts and other personal challenges.
- Actively contribute to neighborhood association and foster strong communities in assigned building/neighborhood.
- Maintain bulletin boards and/or public communication areas.
- Interact with diverse constituencies in an open and inclusive manner.

Role Modeling and Mentorship
- Maintain personal conduct consistent with the values, expectations, and responsibilities of the Elon University honor code.
- Serve as a role model for students both personally and professionally by knowing and abiding by Elon University policies and procedures.
- Serve as a mentor and leader within the community and actively engage in setting community standards.
- Exercise good judgment, ethical decision-making, confidentiality, and respect for community members.

Team Member
- Convey a positive attitude toward residence life, the position and its duties and responsibilities.
- Positively participate in all staff development, staff meetings and other related assigned tasks.
- Participate in the recruitment and selection of Residence Life student and professional staff.
- Actively participate in training prior to beginning employment as well as throughout the summer and academic year.
- Attend weekly one-on-one meetings with supervisor and the Residence Life “One Meeting” each Wednesday from 7:30pm to 10:30pm. One Meeting includes staff meetings, training sessions, etc.

Facilities and Administration
- Assume on-call responsibility within the neighborhood.
- Assist in facilitation of occupancy checks, room condition forms, health and safety inspections, and other Residence Life communications.
- Complete neighborhood walks of assigned building areas at least three times per week to assess the condition of furniture in common areas, safety concerns, and maintenance issues. Report concerns as required.
- Coordinate with supervisor all aspects of lease turnover at the beginning and end of apartment leases, as well as coverage for scheduled University breaks.
- Serve as a liaison between Residence Life and apartment residents by communicating pertinent information to residents and relaying any student or facility concerns to supervisor.
- Complete all required paperwork in a timely manner.
- Develop and maintain positive relationships and communication with building environmental services staff as well as the Physical Plant staff responsible for building and utilities maintenance.
- Assist with special projects and perform all other related duties as assigned.

Remuneration and Qualifications
The Apartment Manager leadership role is a 12-month, generally 20 hours per week position with employment from June 1, 2016 through May 31, 2017. Remuneration includes a full single room credit for the entire lease year and a $300/month stipend ($3,600 for 12 months). Previous experience living on campus, prior leadership experience, and strong written and oral communication skills required; previous experience with Residence Life leadership roles preferred. A 2.75 semester and cumulative GPA at the time of hire, and junior/senior credit status at the start of employment are required. Candidates who will not be on campus over the summer may be considered for hire.