2008-2009 HOUSE ADVISER SELECTION MATERIALS

BEFORE YOU BEGIN:

We urge you to read all the following information carefully and attend an informational session before the submission of your application.

If you plan to be away during the spring semester (e.g. study abroad), please make sure to speak with your RD before the winter break.

Thank you for your interest in the House Adviser position!

Application Materials for: ☐ Dorm/Apartment HA ☐ Language House HA

PHASE ONE: WRITTEN APPLICATION

☐ Decide if this position is right for you by reading the job description carefully and checking all the mandatory training dates with your schedule. We also encourage you to attend an informational meeting.

(If you cannot attend one of these meetings, but want further information, please contact our office to meet individually with a Residence Life staff member.)

Informational meeting times:
• Friday January 25 7:00 pm Anna Mann main lounge
• Friday January 25 7:30 pm Naito TV Lounge
• Monday January 28 8:00 pm Foster/Scholz main lounge
• Monday January 28 7:00 pm Eliot 126
• Tuesday January 29 8:30 pm Bragdon main lounge

☐ Prepare your application (Resume, Cover letter, Placement Form, HA Evaluation, Faculty/Staff Evaluation)

Attend the Resume Writing Session:
• Tuesday January 29 4:30 pm Eliot 414

Attend Career Services Walk-in Hours to revise your resume:
• Monday February 4 12:00 - 1:00 pm Career Services
• Tuesday February 5 12:00 - 1:00 pm Career Services
• Wednesday February 6 12:00 - 1:00 pm Career Services
• Thursday February 7 12:00 - 1:00 pm Career Services

Attend one of the Interviewing Workshops to help you with your interviews:
• Monday February 4 4:30 pm Eliot 414
• Wednesday February 13 4:30 pm Eliot 414

☐ Turn in your application on time. Late applications will not be accepted!

(DUE Friday, February 8 at noon in the Residence Life Office in 28 West).

PHASE TWO: INDIVIDUAL INTERVIEW

☐ Sign up for an Individual Interview

You will receive an email the evening of Monday, February 11 indicating whether your application has continued on to Phase Two. If it has continued, you should sign up for an interview time in the Residence Life Office by Friday, February 15 at 5 pm. Interviews will be taking place from February 18 to February 27.

PHASE THREE: GROUP INTERVIEW

☐ Attend the Group Interview

You will receive an email on Friday, February 29 indicating whether your application has continued on to Phase Three. If your application has continued to this Phase, you will be required to attend a Group Interview on Sunday, March 2 from 4:30pm-8:30pm. You must be available for this interview in order to continue in the HA selection process.

☐ Check your mail! Selection notification is scheduled for the week of March 24.

IF YOU HAVE ANY QUESTIONS OR CONCERNS DURING THIS PROCESS, PLEASE CONTACT OUR OFFICE!
Writing your cover letter and resume

**Cover letter**

A cover letter should be brief and to the point, avoiding extensive reiteration of the information already included on the resume. The letter should reflect your abilities, focus on the positive, and demonstrate an understanding of the position. The letter should not exceed one type-written page.

Following are some guidelines that will help you write your cover letter:

- Address your letter to Michael Leidecker, Associate Dean of Residence Life.
- The first paragraph acts as an introduction. It states your purpose in writing, identifies the position in which you are interested, and often mentions the way in which you were referred (by a friend, advertisement, Career Services, etc.).
- In the second and third paragraphs, you should discuss your qualifications and your interest for the position, expanding on specific and related experiences that demonstrate your strengths and/or interests. Make your knowledge and interest clear and describe specific accomplishments and experiences that relate to the position. **Please specifically address the qualifications listed on the House Adviser job description.**
- A concluding paragraph reiterates your interest as well as addresses any logistical concerns.
- Ask someone to read and review the letter -- even better, several people.

**Resume**

Your resume should include the following:

**Name, address, and telephone number**
List both Reed and home, if different.

**Education**
List class (freshman/sophomore/junior/senior), major, and expected date of graduation.

**Relevant Experience**
List any experience, paid or unpaid, from high school or college, which showcases skills valuable to being a House Adviser. Work experience, volunteer activity, student group involvement, and dorm participation may all be appropriate. When listing experience, include a concise description of your responsibilities and achievements. To keep things short, use splinter sentences that begin with action verbs. Entries are customarily listed in reverse chronological order. Stress the positive--instead of writing "O-Group Leader-Helped new students", try "Orientation Group Leader-Responsible for orienting 12 new students to Reed College through designing and implementing a volunteer activity." Focus on contribution and accomplishments.

**Skills**
Indicate relevant training/certification that you have (e.g. First Aid Training, CPR).

**Interests**
List personal information that gives the reader a better sense of you as a person (e.g. hobbies, interests, and travel).

**References**
List names, addresses, and phone numbers at the bottom of the resume, or on a separate sheet. On a professional resume this list would be separate.

**IN THE WORLD OF RESUMES, APPEARANCES ARE EVERYTHING**
Keep it neat and clean, use white space to create a nice flow, emphasize what's important, indent text masses, and proofread! Edit carefully, and have others read it to avoid any grammatical problems, spelling mistakes, or factual errors.
PURPOSE:
The role of the Apartment HA is to oversee and manage the operational aspects of either the Birchwood Apartments or the RCAs including, but not limited to, room draw, room check-in and check-out, equipment check out, and stocking the supply room and laundry room. The Apartment HA also does routine building and grounds inspections and reports any problems to Facilities Services. In addition, the Apartment HA lives in the manager’s apartment and works with the residents of the apartments to create and maintain a positive living environment conducive to the educational mission of Reed College.

QUALIFICATIONS
• Show a strong desire and ability to be a leader and a positive role model for students
• Demonstrate an ability to direct a group, mediate conflict between others, and participate in team building
• Have an awareness of limitations and be comfortable asking for help and referring students when appropriate
• Effectively express thoughts and ideas in a variety of environments
• Be open to change/new ideas and be able to take direction in a non-defensive manner
• Have the ability to be non-judgmental and approachable
• Be able to meet and exceed all job responsibilities listed below
• Be in good academic standing as defined by the faculty code

APARTMENT HA RESPONSIBILITIES

Community Building:
• Work to establish a living environment that is conducive to student academic goals
• Help create a positive community atmosphere within the Archipelago area group and in the residence hall
• Promote self-governance in accord with the guidelines of the Honor Principle
• Articulate Residence Life policies and procedures as needed
• Uphold the guidelines outlined by Residence Life in the RCRRRG and encourage floor members to do so
• Assist staffing and coordinating Orientation Week activities (i.e. passing out materials, escorting new families around campus, helping with setup/break down of events, staffing doors at activities, sharing your Reed experiences, etc) and provide a welcoming atmosphere for new students
• Coordinate at least 3 substantial activities for your community during each semester
• Coordinate one activity per month for all other months
• Create an opportunity for your community to attend one all-campus activity a semester (i.e., gray fund events, a campus play, a sporting event on campus, etc.)

Accessibility and Approachability:
• Know the majority, if not all, of your residents and be available for them in your residence hall
• Be available for office hours two evening hours a week as coordinated with your RD
• Limit outside employment to 10 hours a week unless special arrangements are made with the assigned RD supervisor

Referring Students:
• Learn about applicable Reed College student resources and how to refer students to these resources appropriately
• Serve as a referral agent for students experiencing personal and academic issues and work actively with the RD in accessing the proper resources
• Serve as a liaison between students and the Office of Residence Life and Student Services
• Serve as a credible resource person regarding the College and the local community

Communication Skills:
• Develop and practice active listening skills
• Respond to communication with others in Residence Life in a timely manner (within 24 hours)
• Check voicemail and email daily

Problem Solving:
• Facilitate conflict resolution through direct communication or by consulting the Reed College community governance policies and procedures
• Respond to everyday concerns of students in the residence hall and refer when needed
• Refer crisis situations to the RD on duty

Maintenance:
• Serve as the on-site manager for the Apartments
• Participate in hall openings and closings, including but not limited to, completion of room/common area inventories and resident check-in and check-out
• Complete inventories of student rooms throughout the academic year as needed
• Weekly check of the laundry and supply room to insure that supplies and equipment for use by the Apartment residents are operational
• Weekly inspection of exterior lights to report to Facility Services if need repairs
• Monthly fire extinguisher inspection with United Fire
• Complete maintenance requests as needed and requested by students
• Coordinate timely follow through on maintenance needs in the Apartments including public spaces such as the laundry room, storage room, patio, and garbage/recycling area
• Send a weekly maintenance and housekeeping report to your RD
• Serve as a liaison between students and the Office of Residence Life/Student Services
• Assist students in placing their belongings in the appropriate storage facilities ($50 will be charged for a lost storage room key)
• Return paperwork in a timely fashion

**Participation in Training, Orientation and Hall Closures:**

HAs are expected to be present for all these events/training sessions:

- **Spring Training:** Friday, April 11, 2008, 3-7 pm
- **Fall Training/Welcoming/Orientation Week:** Friday, August 15 @ 5pm – Sunday, August 31, 2008 (*Halls open at 9am on Aug. 14 for HA move-in*)
  - Speak with respective RD for information on free time opportunities during this period
- **Winter Training:** Thursday, January 22, 2009 (*HAs are expected to return to campus January 16, 2009*)
- **HA In-Services** (HAs must attend all in-services and trainings) (held on Friday afternoons)
  - September 5, 2008
  - October 3, 2008
  - November 7, 2008
  - December 5, 2008
  - February 6, 2009
  - March 6, 2009
  - April 3, 2009
  - May 1, 2009

HAs are expected to be on campus the following dates:

- **The first weekend of school (Orientation):** Friday, Aug. 29 – Sunday, Aug. 31, 2008
- **Fall semester hall closing:** Saturday, December 20, 2008 until noon
- **Paideia:** Wednesday, January 22, 2009
- **Spring semester hall closing:** Wednesday, May 21, 2009 until noon

**STAFF RELATIONS**

- Report directly to the Resident Director for your area
- Attend and participate all staff in-service training sessions
- Attend and participate in area group meetings (alternating weeks) and individual meetings with your RD (alternating weeks)
- Assist with the housing lottery during the spring semester
- Support and participate in your area group; maintain communication and involvement within the area group
- Cooperate and communicate with other House Advisers and Residence Life staff members
- Participate in all Residence Life evaluations and assessments (including program and staff evaluations)
- Assist with Closing of the Apartments for Spring Semester 2009 with current Resident Director

**BENEFITS**

- The opportunity to know more about yourself
- The chance to have a positive impact on the Reed community through residential life
- Personal development and experience in committee work, activity planning, and leadership
- The opportunity to serve as an integral member of the Residence Life staff in reviewing and shaping policies and procedures to better meet student needs
- Employer-provided housing and meal plan for the 2008/2009 academic year. If you choose to be off board, you will not receive cash value for it. Apartment House Advisers will be able to get more pack outs with their plan
Applicant Evaluation Form by Faculty/Staff

(Candidate’s Name) is applying for the position of House Adviser at Reed College for the 2008-2009 academic year.

In order to properly evaluate the candidate’s strengths and weaknesses, we need your evaluation to focus on the questions below, or you may write your own unrestricted review of this applicant’s strengths and weaknesses as they apply to this position. The information on this form or in your review may determine whether the candidate will advance further in the application process or not, so please take your time and consider your responses carefully.

Please refer to http://web.reed.edu/res_life/on_campus/job_info.html for a more detailed description of the House Adviser responsibilities. If you would prefer to send this form via email, please attach the completed file and send to Beth at res.life@reed.edu.

1. Please comment on the candidate’s consistency in arriving in a timely manner to class/meetings/work.

2. Please comment on the candidate’s organizational skills, ability to be pro-active, and consistency in meeting deadlines.

3. Please give an example of the candidate’s strengths/weaknesses regarding their work in a group setting.

4. Please comment on the candidate’s ability to be attentive and respective of other students’ points of view.

5. Please give an example of a time when the candidate has exhibited leadership qualities and been a positive role model.

6. Please comment on a time when the candidate was able to absorb direction/feedback in a non-defensive way. Comment on the candidate’s subsequent actions and change based on that direction/feedback.

7. Please comment on a time when the candidate asked for help.

8. Please comment on any HA job responsibilities that you are concerned about the candidate fulfilling.

Evaluator’s Name: __________________________________________ Date: __________________

THANK YOU FOR YOUR ASSISTANCE
Please return this reference form to: Office of Residence Life, 28 West, Reed College, 3203 SE Woodstock Blvd., Portland, OR 97202
FAX: (503) 517-7691 EMAIL: res.life@reed.edu DUE: Friday, February 8, 2008 at noon
Applicant Evaluation Form by your Current HA
(Off-campus applicants can choose any HA)

(Candidate's Name) is applying for the position of House Adviser at Reed College for the 2008-2009 academic year.

In order to properly evaluate the candidate’s strengths and weaknesses, we need your evaluation to focus entirely on the questions below. Please only use this form in your evaluation. Separate letters that do not address these questions will not be accepted. The information on this form may determine whether the candidate will advance further in the application process or not, so please take your time and consider your responses carefully.

Please refer to http://web.reed.edu/res_life/on_campus/job_info.html for a more detailed description of the House Adviser responsibilities. If you would prefer to send this form via email, please attach the completed file and send to Beth at res.life@reed.edu.

1. Tell us about a time when the candidate exhibited strong leadership skills and served as a positive role model.

2. How has the candidate reacted to being approached by you and other students on the floor?

3. Please describe a time when the candidate has recognized limitations and asked for help in a non-defensive manner.

4. How has the candidate adapted their communication style to suit the environment on the floor in an appropriate manner?

5. Give an example of a time when the candidate has successfully directed a group during a challenging time, or mediated conflict between others.

6. Please comment on a time when the candidate was able to absorb direction/feedback in a non-defensive way. Comment on the candidate’s subsequent actions and change based on that direction/feedback.

7. Please comment on any HA job responsibilities that you are concerned about the candidate fulfilling.

Evaluator’s Name: ____________________________ Date: ________________

THANK YOU FOR YOUR ASSISTANCE
Please return this reference form to Office of Residence Life, 28 West, Reed College, 3203 SE Woodstock Blvd., Portland, OR 97202
FAX: (503) 517-7691 EMAIL: res.life@reed.edu DUE: Friday, February 8, 2008 at noon