

2009-2010 HOUSE ADVISOR SELECTION MATERIALS

BEFORE YOU BEGIN:

We urge you to read the following information carefully and attend an informational session before the submission of your application.
If you plan to be away during spring semester (e.g. study abroad), please make sure to speak with your RD before winter break.

Thank you for your interest in the House Advisor 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:

• Monday	January 26	7:00 pm	Aspen Multipurpose Room
• Tuesday	January 27	7:30 pm	Anna Mann Main Lounge
• Wednesday	January 28	8:00 pm	Bragdon Main Lounge
• Thursday	January 29	7:00 pm	Eliot 126
• Sunday	February 1	8:30 pm	Foster/Scholz Lounge
• Monday	February 2	7:00 pm	Naito I Lounge

Lang. House Applicants →

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

Attend one of the Resume Writing Sessions:

• Wednesday	January 28	4:00 pm	Eliot 405
• Thursday	January 29	4:00 pm	Eliot 405

Attend Career Services Walk-in Hours to revise your resume:

• Monday	February 2	12:00 - 1:00 pm	Career Services
• Tuesday	February 3	12:00 - 1:00 pm	Career Services
• Wednesday	February 4	12:00 - 1:00 pm	Career Services
• Thursday	February 5	12:00 - 1:00 pm	Career Services

Attend one of the Interviewing Workshops to help you with your interviews:

• Tuesday	February 10	4:00 pm	Eliot 405
• Thursday	February 12	4:00 pm	Eliot 405

- Turn in your application on time. Late applications will not be accepted!**
(DUE Friday, Feb 6 by noon. Either email it to res.life@reed.edu, or drop it off in the Res 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 9 indicating whether your application has continued on to Phase Two. If it has continued, you will need to sign up for an individual interview time in the Residence Life Office by Friday, February 13 at 5 pm. Interviews will be taking place from February 16 to February 25.

PHASE THREE: GROUP INTERVIEW

- Attend the Group Interview**
You will receive an email on Friday, February 27 indicating whether your application has continued on to Phase Three. If it has continued, you will be required to attend a Group Interview on Sunday, March 1 from 12:30pm-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 23.

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 typewritten page.

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

- Address your letter to: Residence Life House Advisor Selection Committee
- 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 Advisor 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 Advisor. 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.

Language House HA Job Description 2009-2010

PURPOSE:

The role of the House Advisor is to assist in enhancing the residential housing experience for students at Reed College. "Residence Life supports the educational mission of Reed College by creating a campus living environment that enhances social, intellectual and physical well being in conjunction with individual academic success." (*Residence Life Mission Statement*)

The Language House HA works in conjunction with the Language Scholar, the Language and Literature Department and the RD for the Language Houses to make the house a center for the language and culture that it represents.

QUALIFICATIONS

- Ability to converse in the language of the house
- 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

JOB 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 language house
- 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 in during each semester
- Coordinate small group activities and house meetings once a month for the rest of each semester
- 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:

- Build relationships with students, faculty, and staff
- Know each 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 Resident Director (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
- Assist the Language Scholar in the process of cultural adjustment to the United States and Reed College
- Provide guidance for the Language Scholar to campus and community resources
- 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:

- Send maintenance and housekeeping requests to Physical Plant (Cc: respective RD) in a timely fashion
- 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

Participation in Training, Orientation and Hall Closures:

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

- **Spring Training:** Friday, April 3, 2009, 3-7 pm
- **Fall Training/Welcoming/Orientation Week:** Friday, August 14 @ 5pm – Sunday, August 30, 2009 (*Halls open at 9am on Aug. 13 for HA move-in*)
 - Speak with respective RD for information on free time opportunities during this period
- **Winter Training:** Thursday, January 21, 2010
(*HAs are expected to return to campus January 15, 2010*)
- **HA In-Services** (HAs must attend **all** in-services and trainings) (held on Friday afternoons)
 - September 4, 2009
 - October 2, 2009
 - November 6, 2009
 - December 11, 2009
 - February 5, 2010
 - March 5, 2010
 - April 2, 2010
 - May 7, 2010

House Advisors are expected to be on campus the following dates:

- **The first weekend of school (Orientation):** Friday, Aug. 28 – Sunday, Aug. 30, 2009
- **Fall semester hall closing:** Saturday, December 19, 2009 until noon
- **Paideia:** Friday, January 15, 2010
- **Spring semester hall closing:** Wednesday, May 19, 2010 until noon

STAFF RELATIONS

- Report directly to the Resident Director for your area
- Attend and participate in 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 Advisors and Residence Life staff members
- Maintain open communication with corresponding language department
- Participate in all Residence Life evaluations and assessments (including program and staff evaluations)

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 academic year

Language House HA Placement Form

Please specify which Language House Advisor position you are applying for. You can apply for more than one and write a different cover letter for each.

NAME: _____ **CLASS STANDING:** _____

- Chinese House
- French House
- German House
- Russian House
- Spanish House

House Advisor Applicant Evaluation Form by Faculty/Staff

_____ (Candidate's Name) is applying for the position of House Advisor at Reed College for the 2009-2010 academic year.

In order to properly evaluate the candidate's strengths and weaknesses, we need your evaluation to focus on the questions below. You are also welcome to 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 Advisor responsibilities. You can also find a Word template form of this evaluation if you prefer to type your comments. If you would prefer to send this form via email, please attach the completed file and send to Residence Life 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 respectful 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 6, 2009 at noon

House Advisor Applicant Evaluation Form by your Current HA

(Off-campus applicants can choose any HA)

_____ (Candidate's Name) is applying for the position of House Advisor at Reed College for the 2009-2010 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 Advisor responsibilities. You can also find a Word template form of this evaluation if you prefer to type your comments. If you would prefer to send this form via email, please attach the completed file and send to Res Life 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 6, 2009 at noon