

November 2011

University of Northern Iowa
Department of Residence Summer Staff Candidate

Dear Candidate:

Congratulations on your decision to apply to be a member of the summer 2012 Department of Residence Life staff! We hope you find the application process to be a beneficial learning experience as you take a step towards a tremendous leadership opportunity. Summer staff will surely find that this is a "Summer to Remember!"

We would like to share with you some specific information related to the process of staff selection. The goals of the summer staff selection process are to ensure the following:

1. The application process is understood by all candidates to be a departmentally focused process in which candidates are considered for Resident Assistant positions in ROTH and Summer Conference Assistant positions.
2. The selection process provides a means by which the best possible candidates are selected to fill the open Resident Assistant and Summer Conference Assistant positions.
3. The selection process is objective, non-biased, fair, consistent, and equitable for all candidates.
4. The selection process provides a candidate with the opportunity to demonstrate skills and abilities related to their interest in the position, their capacity to work as a staff person in group situations for a community, and their ability to meet job expectations.

The attached materials contain information about the Department of Residence, the application, two reference forms, and an alcohol statement. To be considered for a summer staff position, the application, reference forms and the signed alcohol statement need to be submitted to the Rider Hall Office by noon on Friday, January 27, 2012.

We would like to remind all applicants that summer staff members must possess a minimum 2.5 semester and 2.5 cumulative GPA. Along with verification of the GPA requirement, the applicant's records within the Department of Residence will be reviewed for past alleged behavioral concerns. Along with these reminders it is important for applicants to recognize that new technologies, such as Facebook, are public domain and can be reviewed by many individuals that have accounts to these sights. Please recognize that even as a summer staff applicant you are taking the first steps at placing yourself into a role modeling and leadership position.

Thank you for applying to be part of the 2012 Department of Residence Summer Staff.

Sincerely,

Lyn Redington

Lyn Redington
Director of Residence Life

Summer Staff Application
University of Northern Iowa
Department of Residence

Applications are due to the Rider Hall Office by noon on Friday, January 27, 2012. Interviews will occur February 2, 2012. Selection will be based on the written application and interview with the supervising Summer Staff Coordinators.

ROTH Resident Assistants (RAs):
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- Develop a positive community and organizing activities, programs and events that will enhance residential living
- Oversee the summer conference housing program

On-call duties will be a minimum of twice per week. Office hours will be three hours per week. RAs do not need to be enrolled in summer school, but must be enrolled as a UNI student for the fall semester. Outside employment needs to be limited to 20 – 25 hours per week and must not interfere with RA responsibilities. Each RA is allowed to leave campus for up to eight nights throughout the summer. The summer RA position requires staff to live in the hall for the duration of appointment.

Period of Employment:	May 6, 2011 to August 12, 2012
Compensation:	\$1100.00 stipend, plus apartment \$200 dining dollars (must be used by August 12, 2012)
Continuous Housing:	July 27, 2012 - August 12, 2012
Compensation:	\$35.00 per day, plus room or apartment
Description:	You are expected to work some of these days which includes 24-hour coverage
Qualifications:	Previous RA experience preferred Minimum 2.5 GPA Good academic & disciplinary standing at UNI Preference given to staff able to cover the continuous housing break
Additional employment:	Employment as a Desk Assistant is expected at \$7.25/hour
Training dates:	You must be available for training on April dates TBD *CPR and First Aid Training will also be required. Times TBD
For additional information contact:	Alexis Olson ROTH 319.273.7051 alexis.olson@uni.edu

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University of Northern Iowa
Department of Residence

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Summer Conference Assistants (SCAs):

- Prepare for and facilitate check-ins and check-outs for conference groups
- Serve overnight as “on-call” person in facilities on a rotating basis with the other five staff members
- Work in the conference office, acting as a resource and customer service agent for our conference guests
- Complete other administrative tasks as required for individual camp completion
- This position will allow the flexibility to be enrolled in classes, participate in an internship or co-op experience, or work another position.

On-call duties will be an average of twice per week. Office hours will be available for an hourly rate of \$7.25/hour. SCAs do not need to be enrolled in summer school, but must be enrolled as a UNI student for the fall semester.

Period of Employment: May 7, 2012 to August 12, 2012

Compensation: Double as Single room in air conditioned room in Bender Hall
Meal plan when dining centers are open
\$7.25/hour for office hours worked
\$200 dining dollars (must be used by August 12, 2012)

Qualifications: Maintain a cumulative and semester grade point average of 2.5.
At least 1 full semester of residence hall living
Good academic and behavioral standing with UNI

Training dates: You must be available for training on May 8th and 9th
*CPR and First Aid Training will also be required. Times TBD

For additional information contact: David “Schmidy” Schmid
319.273.2249
david.schmid@uni.edu

University of Northern Iowa
Department of Residence
Summer Staff 2011

Please circle which position you are interested in (CIRCLE ALL THAT APPLY):

Resident Assistant - ROTH

Summer Conference Assistant

Name _____ Classification: FR SO JR SR GRAD

Current Address _____ Phone _____

Permanent Address _____

UID # _____ Email address _____

Major _____ Cumulative GPA _____

Are you available to provide coverage during the Continuous Housing period (July 27 - August 12)?

Yes No

If yes, indicate the dates that you are not available during the Continuous Housing period:

Did you apply to be an RA during the 2012 -2013 academic year? Yes No

Do you plan to enroll for summer 2012 classes? Yes No

If yes, how many hours will you be enrolled? _____

If yes, during which session? _____

Do you anticipate holding any other employment this summer? Yes No

If yes, how many hours per week? _____

Will you be able to stay on campus most weekends? Yes No

Please describe activities (extracurricular, vacation, etc.) you anticipate participating in this summer.

What skills or past experiences have you had that qualify you for this position?

State clearly why you are interested in this position.

State what you can contribute to the summer program that would help residents and conference guests have an enjoyable and productive experience.

Please list any additional information you'd like taken into consideration.

Please return your completed application to the Rider Hall Office by
Noon on Friday, January 27, 2012

You will sign up for an interview when you turn the application into the office.

Department of Residence Mission

The Department of Residence contributes to the success of students and the university by providing exceptional hospitality and creating dynamic communities.

Department of Resident Statement on Diversity

The University Of Northern Iowa Department Of Residence is committed to diversity within our resident communities and work environments. This commitment is demonstrated by respect for individuals of their ability, gender, religion, race, creed, ethnicity, age, sexual orientation, national origin, color or veteran status.

Acts of intolerance are unacceptable; for they threaten each of us and the communities we share. Such incidents are detrimental to the campus environment and are inconsistent with the missions of the University, Division of Educational and Students Services and the Department of Residence.

Students and staff are encouraged to develop positive relationships and to learn about, appreciated, and value human and cultural diversity. Each member of the Department of Residence and resident communities has a responsibility, beyond tolerance, to respect each other.

Please Read and Sign

After this application is completed and returned to the Rider Hall Office, it is the exclusive property of the University of Northern Iowa. Applications are classified as personnel materials and subject to confidentiality.

I understand the Department of Residence will verify my academic and disciplinary standing. I further understand that if appointed as a Resident Assistant or Summer Conference Assistant I must:

Maintain a cumulative GPA of 2.5

Not be in Disciplinary Probation status

To the best of my knowledge, the information submitted on this application is correct and true. I realize my falsification can subject me to disqualification as an applicant.

Signature of applicant

Date of application

The University of Northern Iowa is an equal opportunity educator and employer with a comprehensive plan for affirmative action. The Department of Residence requests this information for the purpose of processing your desk assistant application. No one outside the University of Northern Iowa will routinely be provided this information except for the directory information of name and UNI address. This application cannot be accepted unless all information is provided as requested.

References

You will need two written references. It is preferred that one reference be a current or former UNI Resident Assistant. The second reference can be an employer, advisor, faculty, staff member, etc. Relatives or family members should not be used as references. Residence Life Coordinators are part of the hiring process; they cannot provide written references. Reference forms are included and must be included with your file on the due date.

Reference one: _____
(Name) (Address) (Relationship)

Reference two: _____
(Name) (Address) (Relationship)

Summer Staff Alcohol Statement and Agreement

Alcohol Use and Policy Enforcement

Staff members of the Department of Residence are expected to uphold the policies of the University and Iowa State law. This policy is written to clarify the standards of behavior that have long been expectations of staff in regard to alcohol use and providing the framework for staff discussions concerning some of the personal choices with which you will be confronted during your appointment.

Legal Age Staff

Staff members who are of legal age to possess and consume alcohol within the state of Iowa are expected to observe the state laws and University policies. If you choose to use alcohol, you are expected to do so in a responsible manner and to serve as a role model to residents and staff concerning their use of alcohol.

Prohibited Activities:

- Providing alcohol or the means to access alcohol to underage persons (students or staff).
- Being in the company of underage persons where alcohol is being consumed by underage persons. This means that you avoid events where you know or expect that underage drinking will occur.

Underage Staff

Staff members not of legal age in the state of Iowa are expected to comply fully with the laws governing the possession of alcohol. You are expected to model behavior to other students and staff that illustrate compliance with the state laws and University policies.

Prohibited Activities:

- Using false identification for the purpose of acquiring or consuming alcohol. This also includes the expectation that staff members not attempt to gain admittance to a drinking establishment or a place of retail liquor sales for purposes of acquiring or consuming alcohol.
- Consuming alcohol at any on- or off-campus party, event or drinking establishment.
- Requesting that another person provide alcohol to you or the means to acquire alcohol.

Overall Thoughts Regarding Alcohol from Lyn Redington, Director of Residence Life:

- If you are under the age of 21, don't drink. Period.
- If you are of legal drinking age and choose to drink, do so responsibly. Period.
- Do not use a fake ID.
- Do not buy alcohol (or provide the means to purchase alcohol) for your residents or other underage students...no matter how old you are or how old they are.
- Do not drink with your underage residents or staff members (or residents at all!), whether you're of age or not.

Consequences of Violating the Alcohol Policies

Should a staff member choose to consume alcohol or violate policies and procedures related to alcohol use and abuse, nothing short of their position is at stake. While each situation is treated individually by the respective coordinator, should you be involved in a violation of the alcohol policy, you will be immediately terminated.

By signing this document, I agree that I have read and understand the outlined expectations for a Resident Assistant and Summer Conference Assistant at the University of Northern Iowa concerning alcohol.

Printed Name: _____ Date: _____

Signature: _____

RECOMMENDATION FORM FOR SUMMER STAFF POSITION

The Family Educational Rights and Privacy Act of 1974 gives students the right to inspect official university records directly relating to them. If there is no signature, this recommendation is open and accessible to the person being evaluated. A signature indicates the applicant has waived his/her right to read this form and it is confidential.

APPLICANT'S SIGNATURE: _____

SUMMER STAFF POSITION DESCRIPTION

The Resident Assistant or Summer Conference Assistant is a Department of Residence staff member whose responsibility is to serve as a student advisor to students and conference guests in a university residence hall or in the ROTH Complex. The RA/SCA provides assistance to residents and conference guests by developing community and organizing activities that enhance residential living, overseeing the summer conference housing program, and serving in on-call duties.

The RA/SCA is supervised by the Residence Life Coordinator. In conjunction with the other staff members, he or she develops and supports the objectives of hall and community programs, helps maintain residence hall, oversees summer conference housing, upholds university policies and procedures, and assists with the administration of the facility.

CANDIDATE'S NAME: _____ (Please Print)

Please respond to the strengths and opportunities for improvement for each quality listed. If you have not had the opportunity to observe the quality, please indicate this also.

	Excellent		Average		Poor
1. PERSONAL SKILLS AND TRAITS	5	4	3	2	1

(i.e. honesty, tolerance and appreciation of diversity, patience, sensitivity to others, level of commitment, and self-confidence.) Comments:

	Excellent		Average		Poor
2. JUDGMENT	5	4	3	2	1

(i.e. how well candidate makes decisions when faced with difficult situations.) Comments:

	Excellent		Average		Poor
3. RESPONSIBILITY AND MATURITY	5	4	3	2	1

(i.e. dependability, role modeling, and consistency.) Comments:

	Excellent		Average		Poor
4. TEAMWORK/GROUP INTERACTION	5	4	3	2	1

(i.e. effectiveness as a group leader/member, style of influence, and dealing with conflict.) Comments:

	Excellent		Average		Poor
5. LEADERSHIP	5	4	3	2	1

(i.e. organizational skills, ability to motivate others, innovativeness, judgment, and flexibility.) Comments:

6. COMMUNICATION
(i.e. ability to express verbally and in writing, assertiveness, and willingness to listen.) Comments:

Excellent			Average		Poor
5	4	3	2	1	

7. Briefly describe the strengths and areas of improvement for the candidate:

STRENGTHS:

AREAS OF IMPROVEMENT:

8. RELATIONSHIP TO APPLICANT

Please indicate how long you have known the candidate and under what circumstances.

Please check the appropriate option and complete the statement.

_____ I would highly recommend this candidate.

_____ I would recommend this candidate.

_____ At this time, I would not recommend this candidate.

Evaluator's Signature: _____

Name: _____ Position/Title: _____

Campus/Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email Address: _____

Please return to: David "Schmidy" Schmid
Rider Residence Life Coordinator
2801 Ohio St. - RID 14
Cedar Falls, IA 50613-4923

Note: Application deadline is noon, January 27, 2012.

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Excellent 5 4 Average 3 2 Poor 1

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