

# HOUSE ADVISOR SELECTION MATERIALS 2012-13

Application Materials for: **Residence Hall/Apartment HA**  **Language House HA**

## PHASE ONE: WRITTEN APPLICATION

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- Decide if this position is right for you by thoroughly reading the application and the job description, and checking all the mandatory training dates with your schedule. We also encourage you to drop into one of the following informational sessions where Resident Directors and current House Advisors will be on hand to answer any questions you have.**

*Informational meeting times:*

- |             |             |          |               |
|-------------|-------------|----------|---------------|
| • Tuesday   | November 29 | 11:30 am | GCC-C         |
| • Wednesday | November 30 | 11:30 am | GCC-C         |
| • Wednesday | November 30 | 6:00 pm  | Spanish House |
| • Tuesday   | January 24  | 11:30 am | GCC-C         |

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

*Attend one of the Resume Writing Sessions if you would like to learn how to create a resume:*

- |             |             |         |           |
|-------------|-------------|---------|-----------|
| • Tuesday   | November 29 | 4:30 pm | GCC-C     |
| • Wednesday | November 30 | 4:10 pm | GCC-C     |
| • Thursday  | December 1  | noon    | Eliot 314 |

*Attend Career Services Walk-in Hours to receive critique of your completed resume:*

- |             |            |                 |          |
|-------------|------------|-----------------|----------|
| • Tuesday   | January 24 | 12:00 - 6:00 pm | Greywood |
| • Wednesday | January 25 | 12:00 - 6:00 pm | Greywood |

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

- |            |            |                 |           |
|------------|------------|-----------------|-----------|
| • Thursday | January 26 | 4:30 – 5:30 pm  | GCC-CD    |
| • Friday   | January 27 | 12:00 – 1:00 pm | Eliot 103 |

- Turn in your completed application at 28 West no later than Tuesday, January 31<sup>st</sup> by noon.**  
*Please note: Late and/or incomplete applications cannot be considered.*

## PHASE TWO: INDIVIDUAL INTERVIEW

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- Sign up for an Individual Interview**  
You will receive an e-mail on Wednesday, February 1 indicating whether your application will be continued 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 3 at 3 p.m. Interviews will take place between February 6 - 17.

## PHASE THREE: GROUP INTERVIEW

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- Attend the Group Interview**  
You will receive an email on Wednesday, February 22 indicating whether your application has continued on to Phase Three. If it has continued, you will be required to attend a Group Interview **Sunday, February 26, 2012**. You will be assigned an interview time that will last one hour between the hours of 10:30 a.m. – 7:30 p.m. You must be available for this interview in order to be considered in the HA selection process.
- Check your mail!** Selection notification is scheduled for the end of the week of March 16.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS DURING THIS PROCESS, PLEASE CONTACT OUR OFFICE!**

# Writing Your Cover Letter and Resume

## *Cover letter*

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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. Consider consulting with Career Services.

## *Resume*

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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 Residence Hall 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.

# House Advisor Job Description 2012-2013

## **PURPOSE:**

The role of the House Advisor is to assist in enhancing the residential housing experience for students at 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*).

## **QUALIFICATIONS:**

- Strong desire and ability to be a leader and a positive role model for students
- Ability to direct a group, mediate conflict between others, and work on a team
- Communicate thoughts and ideas effectively in a variety of environments
- Flexible to change and new ideas
- Receive and make changes upon constructive feedback
- Maintain a high level of approachability and be accessible to residents as needed
- Remain in good academic standing as defined by the faculty code

## **JOB RESPONSIBILITIES**

### ***Community Building:***

- Work to establish a positive and healthy living environment conducive to student academic goals
- Help create a positive community atmosphere within assigned community
- Promote self-governance in accord with the guidelines of the Honor Principle
- Articulate and uphold Residence Life policies and guidelines as outlined in the Housing Contract
- Assist staffing and coordinating Orientation Week activities
- Fulfill all programming requirements outlined by the supervising Resident Director

### ***Accessibility and Approachability:***

- Build relationships with the majority, if not all, residents living in the assigned area
- Be available for office hours two evening hours a week as coordinated with the supervising RD
- Limit outside employment to 10 hours a week unless special arrangements are made with the supervising RD

### ***Referring Students:***

- Refer students knowledgeably and appropriately to applicable campus 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:***

- Use excellent interpersonal and active listening skills to build relationships with residents and address community needs
- Complete administrative tasks and respond to communication in a timely manner
- Understand and be able to articulate Reed’s Alcohol and Other Drugs policy and implementation plan

### ***Problem Solving:***

- Facilitate conflict resolution through direct communication and/or Reed College community governance policies and procedures
- Respond to concerns of students in the residence hall and proactively address community issues
- Refer crisis situations to the Resident Director On-Call and/or Community Safety

### ***Maintenance:***

- Send maintenance and housekeeping requests to Physical Plant (Cc: respective RD) in a timely fashion
- Complete inventories of student rooms throughout the academic year as needed
- Assist the RD in the management and maintenance of area storage areas
- Participate in hall openings and closings, including but not limited to, completion of room/common area inventories and resident check-in and check-out

## **STAFF RELATIONS**

- Report directly to and work closely with a supervising RD

- Attend and participate in all staff inservice training sessions
- Attend and participate in bi-weekly area group meetings and individual meetings with the supervising RD
- Assist with the housing lottery during the spring semester
- Cooperate and communicate with other House Advisors 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 2013 with the supervising RD

## **TRAINING AND PARAPROFESSIONAL DEVELOPMENT**

The House Advisor is expected to attend and participate in the following trainings, campus events and hall opening and closing events:

- **Spring Training:** Friday, April 6, 2012, 3 - 7 p.m.
- **Fall Training/Welcoming/Orientation Week:** Friday, August 10, 2012, 5pm – Sunday, August 26, 2012.
  - Halls open at 9 a.m. on Thursday, Aug. 9 for HA move-in.
  - Speak with respective RD for information on free time opportunities during this period
- **Winter Training:** Tuesday, January 22, 2013
  - HAs are expected to return to campus Friday, January 13, 2013
- **HA In-Services** (HAs must attend all in-services and trainings held on select Friday afternoons)
  - September 14, 2012
  - October 5, 2012
  - November 9, 2012
  - December 7, 2012 (Res Life Winter Celebration)
  - February 8, 2013
  - March 1, 2013

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

- The first weekend of school (Orientation): Friday, Aug. 24 – Sunday, Aug. 26, 2012
- Fall semester hall closing: Saturday, December 15, 2012 until noon
- Paideia: Friday, January 18, 2013
- Spring semester hall closing: Wednesday, May 22, 2013 until noon

## **BENEFITS**

- Develop and build upon skills in community building, conflict resolution, event planning, administrative tasks, teamwork and overall professionalism
- Positively impact the Reed campus community and the academic and social experience of peers living on-campus
- Be 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 2012-2013 academic year

# New Applicant HA Placement Form

The committee will use this form to help with the placement of House Advisors. **These preferences are not taken into account during the actual selection process and are kept separately until selections have been made.** Read this form carefully and provide additional information you think may be helpful to making placement decisions.

NAME: \_\_\_\_\_

Would you be able to be an HA in the following living environments:

Quiet Hall                     YES                     NO                    Substance-Free dorm                     YES                     NO  
All Women                     YES                     NO

## THEME COMMUNITIES

Are you interested in being an HA for a theme community? If yes, what type of theme would you **NOT** be interested in?

- Academic-Oriented (i.e.: Mad Science)
- Special Interest (i.e.: Outhouse, Japanese Culture)
- Language and Culture Dorm (i.e.: Arabic Culture)

Comments on any of the above:

## CONCERNS

Is there anything about your living environment that we need to consider when placing you? Please be specific.

## PREFERENCES

Think about what you need to be an effective HA next year in terms of the type of students that you want to work with and the different area group dynamics (i.e. first year students, upperclassmen, social, autonomous). On a separate sheet of paper, please talk about the five area groups and rank them 1 to 6 in order of preference (1 being the most preferable; 6 being the least so) for where you want to live and work next year.

*Please note: We are not looking for the specific room preference, but rather what types of theme dorms, communities, and leadership styles you want to work with. This is your opportunity to express what is important in your living environment and why.*

\_\_\_\_\_ Naito/Sullivan

\_\_\_\_\_ Cross Canyon

\_\_\_\_\_ Foster/Scholz/MacNaughton

\_\_\_\_\_ Old Dorm Block/Anna Mann

\_\_\_\_\_ The Grove

- I am applying to be the Apartment HA (for the academic year).
- I am applying to be the Summer 2012 Apartment HA.
- I am applying to be a Language House HA (please also submit the Language House HA application)
- I am interested in living in the Canyon House, Farm House and/or Co-Op.

**Placement decisions are made on the basis of skills, strengths, team dynamics, opportunities for growth and applicant preferences. Please note while your input and preferences will be taken into consideration, we cannot guarantee placement in your top three preferences.**

## House Advisor Applicant Recommendation by Faculty/Staff

\_\_\_\_\_ (Candidate's Name) is applying for the position of House Advisor at Reed College for the 2012-2013 academic year.

**Please write your own unrestricted review of this applicant's strengths and weaknesses as they apply to this position. The information in your recommendation may determine whether the candidate will advance further in the application process or not, so please take your time and consider your responses carefully. When writing your recommendation please consider the student and your observations about the following: timeliness, organizational skills, working in groups, respect for other points of view, ability to role model, receptiveness to feedback, and willingness to ask for help.**

Please refer to [http://web.reed.edu/res\\_life/on\\_campus/job\\_info.html](http://web.reed.edu/res_life/on_campus/job_info.html) for a more detailed description of the House Advisor position. You can also find on our website a Word template form of this evaluation if you prefer to type your comments. We ask you to please print, sign and seal your recommendations; we are unable to accept recommendations by e-mail. There are four ways to submit the completed recommendation:

- Return the recommendation to the HA candidate to return with their application
- Drop it off at the Residence Life mailbox in Eliot
- Send it to the Residence Life office in 28W via campus mail
- Walk the recommendation down to our office in 28W

***The recommendation must be returned by Tuesday, January 31 at noon.*** Late submissions will not be considered.

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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

# 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 2012-2013 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. You can either use this form and answer the questions OR attach a separate letter that addresses the strengths and qualifications of the candidate. 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](http://web.reed.edu/res_life/on_campus/job_info.html) for a more detailed description of the House Advisor position. You can also find on our website a Word template form of this evaluation if you prefer to type your comments. We ask you to please print, sign and seal your recommendations; we are unable to accept recommendations by e-mail. There are four ways to submit the completed recommendation:

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**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.**

