

Returning HA Presentation Guidelines

House Advisors hoping to return for the 2012-2013 academic year must reapply for the position. In addition to completing a cover letter and placement form, the reapplication process requires a presentation of your experience as an HA followed by a series of questions with two professional staff members.

The presentation can look however you want it to look; however, you should consider some of the themes and topics included below. You can use any kind of media, presentation materials, or approach that you want. Be creative and use this as an opportunity to showcase your skills and experiences as a HA. You will present to two professional staff members (to be determined).

Presentation length: 10-15 minutes.

Location: 28 West conference room. The room is equipped with a projector, laptop, and white board.

Themes and topics to consider in your presentation (not mandatory or limited to this list, can focus on as many or as few, blend, mix and match):

Program planning and implementation

- What programs did you plan this year?
- How did you advertise for your events?
- How did you incorporate your community's interests in planning your programs?
- How did you manage your programming budget?
- What was your participation in your theme month program planning?

Conflict mediation/resolution

- Give an example of a conflict you encountered on your floor and describe how you resolved the issue.
- What did you learn from resolving conflicts in your community?

Community building

- Describe your community and how you contributed to the character of this group of people.
- How did you build community in your dorm?
- What did you do to create a positive atmosphere?

Problem solving

- What kinds of problems did you encounter this year and how did you solve them?
- In what ways did you connect your dormies to campus resources?

Steward for Residence Life

- How have you represented Residence Life positively on campus?
- How do you manage and balance your academics and extra-curriculars with your position as an HA?

Use of honor principle

- Talk about a time when you incorporated the Honor Principle into a situation or conversation.
- Give an example of a time when the Honor Principle was disregarded in your community. How did you address the issue? What was the result?

The HA Experience

- What skills do you possess in the role of leader, community builder, and team member?

- What have you learned about yourself in this position and how has that helped you to become a better HA?
- Looking back on the last year as an HA, give an example of a time when you wished you had approached something differently. Why, and how would you address the situation now?

Working with Others

- What feedback did you receive from your RD and what did you change about your approach to being an HA?
- Give an example of a situation when you utilized your RD as a resource for a challenge you faced in your dorm.
- How have you collaborated with or used your peer HAs as resources?
- Talk about a time when you worked in a team (your AG, your theme month, etc.). What did you contribute to the group dynamic?

Evaluation: You will be evaluated on the following criteria: the quality of your presentation overall, to include content, critical analysis of experience, creativity, self-reflection, organization and preparation.

Materials due on Application Deadline – January 31 by noon: In addition to this presentation, you will be asked to submit the following on the day of the application deadline:

- 1. Returning HA Placement form.** This form includes placement concerns and preferences. You will be asked to write a 1-2 paragraph description of your preferred placement. Please keep in mind placement requests will be taken into consideration but preferences cannot be guaranteed.
- 2. Cover Letter.** Please submit a professional cover letter that highlights the topics you will cover in your presentation. The letter should not exceed one page in length and 2-3 paragraphs will suffice.

You will need to come to 28 West between February 1 – 3, 2012 to sign up for a presentation time. Presentations will take place over the following two weeks.