

The office of Residential Life and Housing will be hiring for the positions below. Please read each carefully as the application materials may differ, depending on the position that is being applied for. If you should have any questions please contact Khalilah Doss at dossk@umsl.edu. Please ensure that you are checking your UMSL email address as this is how we will communicate with you.

1. Residential Peer Mentor (RPM)
2. Office Assistant (OA)
3. Desk Assistant (DA)
4. Leasing Assistant (LA)
5. Community Advisor (CA)
6. Resident Advisor (RA)
7. Marketing and Communications Assistant (MCA)
8. SUCCEED Peer Advisor (SPA)

How to Apply/Additional Information:

- Complete the appropriate application attached to this email. There are two applications attached to this document, please ensure that you are completing the one that coincides with the position you are applying for.
- Attach a recent photo to your application.
- Have two of your references complete the "reference form" attached to this email.
- Have two (separate) references complete letters of recommendation for you,
 - You must have a total of 4 references (2 letters and 2 of the forms completed).
- All application materials are due in the central housing office C103 (across from the Honors College) by **Monday March 11th 2013 at noon (12pm)**.
- If you are applying for an RA, CA, RPM or MCA position you must complete a creative project. Details are listed at the end of this packet. The MCA project details are on a separate page.
 - If you are applying for the RA, CA, RPM, SPA or MCA position(s) you must attend a mandatory group process meeting from **5:30pm to 7:30pm on Friday March 15th 2013**.
- Returning staff members (those who have worked with the department before) must complete the returning staff application **NOT** the new application.

Please Note: we compensate all our student staff positions via scholarships and not CASH. Your compensation for your position can affect the amount of financial aid available to you. If you are a recipient of aid, please work with the Financial Aid office to see if getting this position will impact your aid.

University Of Missouri St. Louis-Residential Life and Housing

Residential Peer Mentor Job Description

The role of a Residential Life Peer Mentor is very unique and is assigned to individuals who are stellar at multi-tasking. This position was created to assist our residential students with making the ACADEMIC transition from high school to college. Emphasis is being made on academics because each community is equipped with a resident advisor who directly oversees the social adjustment of our students. Residential Peer Mentors will reside on the First Year Experience and Second Year Experience Floors (FYE & SYE floors). Residential Peer Mentors are expected to be role models for the residents of their communities and the residential community on a whole. All Peer Mentors report to the Assistant Director and will be expected to perform the following general duties:

- Establishing a relationship with freshmen mentees,
- Help students with studies, and lead students at study table,
 - These study tables will be held in the Residential Academic Success Room/Computer Lab,
 - Peer Mentors will hold set hours in this office, no less than ten (10), the other five (5) hours are considered “flex hours” which are reserved for specific tutoring needs. **This makes the total hours worked per week fifteen (15).**
- Encourage students to attend programs sponsored by RHA, their Resident Advisor(s), Residential Life and UPB/the campus community,
 - Peer Mentors are also expected to be at EVERY RHA GENERAL ASSEMBLY and ALL hall council meetings
 - Be present at no less than two (2) RA sponsored building wide programs per month,
 - Be present at no less than four (4) residential life sponsored program per semester.
 - Participate in UMSL day and other programs that require representation from the department of Residential Life and Housing and be present at all floor meetings held by the Resident Advisor of the floor which they reside on.
- Work in collaboration with the Resident Advisor and the Hall Director and/or Assistant Director to identify students who need advice or counseling; and refer these students to the Counseling Center, Wellness Center, Center for Student Success etc.,
- Attend weekly, Peer Mentor Staff meetings (coordinated by the Assistant Director)
- Continually check in on students to determine their overall well being and academic progress, and support the overall mission of Residential Life, the Division of Student Affairs and the University of Missouri-St. Louis.
- Multicultural relations (MCR) liaison
- Weekend work is required. **All other duties as assigned.**

Compensation: Room and Board (option 1). Please note that Residential Peer Mentors are required to live within Oak Hall. Compensation is cost of room (for the area they reside in) and the Option 1 meal plan (each semester)

Contract Period: Residential Peer Mentors are assigned living spaces for an entire academic year (August 2013-May 2014). This is barring termination and/or violation of the RPM or residential life contract. **Training and MANDATORY activities for the fall 2013 semester will start on August 5th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. RPMs must physically assist with move-in and move-out.**

University Of Missouri St. Louis -Residential Life and Housing

Office Assistant Job Description

Office Assistants (OAs) will work at the front desk in the Central Housing Office (located in the Provincial House). All Office Assistants are expected to have and display a high level of customer service. Office Assistants are responsible for:

- Utilizing The Housing Director Software to track applications, contracts and room assignments
- Filing any necessary paperwork
- Working UMSL days and other events that require representation from the department of residential life and housing
- Delivers notices, letters and packages
- Giving tours
- Checking in packages and notifying residents
- Processing Mail according to Federal and office regulations.
- Running errands related to office needs
- Submitting work orders and/or maintenance requests
- Help residents complete leases/contracts
- Help with the check-in and check-out of residents
- Install and remove bedlofts from rooms
- Take payments for application fees, etc
- Report emergency situations to appropriate staff and enacting emergency procedures when necessary.
- Physically assist with move-in and move-out
- Weekend work is required. **All other duties as assigned.**

Compensation: Please note that Office Assistants are required to live in housing operated by the department of Residential Life and Housing. Compensation is \$3000 per semester towards the cost of room (if the OA resides in Oak Hall or Mansion Hill). If the OA resides in Villa or Villa North, compensation will be the cost of the room (not to exceed \$3000).

Contract Period/Specifications: Office Assistants (OAs) are assigned living spaces for an entire academic year (August 2013-May 2014). This is barring termination and/or violation of the OA or residential life contract. Office Assistants move in approximately two weeks prior to the start of the fall semester and one week prior to the start of the spring semester to attend and participate in training.

Training and MANDATORY activities for the fall 2013 semester will start on August 5th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. Office Assistants work during all school and holiday breaks.

University Of Missouri St. Louis-Residential Life and Housing)

Desk Assistant Job Description

The desk assistant will be responsible for the operation of the front desk at the residence hall (Oak Hall). The front desk is responsible for: checking residents IDs, checking in guest (s) of residents, key control, providing customer service, and controlling access to the building, living area and administrative offices. Desk Assistants are required to serve the residents of the building, answer phones, provide general information, distribute forms, assist with lock-outs, coordinate communication between on-duty staff members, assist with the use of the meeting spaces and public areas of the building

Desk Assistants are expected to be thoroughly familiar with and assist in enforcing the policies and procedures of University Housing and the University. Customer service skills required for the position include: handling concerns, receiving and directing calls and inquiries with a professional manner, displaying a willingness to work with people other than staff members, and being able to communicate assertively. Desk Assistants must physically assist with move-in and move-out. **All other duties as assigned.**

Compensation: Please note that Desk Assistants are required to live in housing operated by the department of Residential Life and Housing. Compensation is \$3000 per semester towards the cost of room (if the OA resides in Oak Hall or Mansion Hill). If the OA resides in Villa or Villa North, compensation will be the cost of the room (not to exceed \$3000).

Contract Period/Specifications: Desk Assistants (DAs) are assigned living spaces for an entire academic year (August 2013-May 2014). This is barring termination and/or violation of the DA or residential life contract. Desk Assistants move in approximately one week prior to the start of the fall semester and one week prior to the start of the spring semester to attend and participate in training. **Training and MANDATORY activities for the fall 2013 semester will start on August 9th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. Desk Assistants work during all school and holiday breaks (except Christmas break, they must vacate their rooms like non-student workers during this time).**

University Of Missouri St. Louis (Residential Life and Housing)

Leasing Assistant Job Description

Leasing Assistants (LAs) will work at the front desk at the Mansion Hill Housing Office, located in the Mansion Hill Club House. Leasing Assistants are responsible for:

- Utilizing Apartment Director Software to check room/apartment assignments, and resident issues
- Answering phones
- Filing any necessary paperwork
- Working UMSL days and other events that require representation from the department of residential life and housing
- Deliveries of notices/letters
- Giving tours
- Checking in packages and notifying residents
- Processing Mail according to Federal and office regulations.
- Running errands related to office needs
- Submitting work orders and/or maintenance requests
- Doing wellness checks and building walk-throughs
- Help with the check-in and check-out of residents
- LAs will physically assist with move-in and move-out
- Report emergency situations to appropriate staff and enacting emergency procedures when necessary.
- **All other duties as assigned.**

Compensation: Leasing Assistants are required to live in the Mansion Hill Apartments. Compensation is the partial cost of the apartment that the Leasing Assistant selects to live in, not to exceed (\$3000).

Contract Period/Specifications: Leasing Assistants (LAs) are assigned living spaces for an entire academic year (May 2013-May 2014). This is barring termination and/or violation of the LA or residential life contract. Leasing Assistants move in approximately one week prior to the start of the summer semester and work through all campus closures and holiday breaks. **Comprehensive training and MANDATORY activities for the fall 2013 semester will start on August 9th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. Desk Assistants work during all school and holiday breaks (except Christmas break, they must vacate their rooms like non-student workers during this time).**

However, Leasing Assistants will participate in training sessions in May to accommodate move-in for the summer semester in Mansion Hill.

University Of Missouri St. Louis (Residential Life and Housing)

Resident Advisor Job Description

The RA develops, coordinates and maintains programs within the community, and aspires to provide a positive intellectual, emotional and social living environment for ALL students. The main responsibility of the Resident Advisor is to provide support, encouragement and leadership to his/her community. The RA should be available to his/her residents and empower his/her residents to grow and develop as good citizens. The RA helps to facilitate a positive living and academic environment. This is accomplished by the following:

- Building relationships with the residents in the community
- Assisting residents in developing relationships with each other
- Developing residents through programming efforts in relation to the L.I.V.E.S.M.A.R.T Programming model.
- Holding residents accountable for their behavior
- Educating residents on the policies and procedures of Residential Life
- Promoting student involvement
- Role modeling positive attitudes and behaviors
- Helping to facilitate an environment that allows students to meet their academic goals
- Providing opportunities to for residents to look at the world from different perspectives
- Serving as a resource
- Providing helping skills for residents in need

The Resident Advisors are also responsible for the following administrative tasks:

- Check-in and check-out of residents
- Keeping track of resident occupancy
- Documenting policy violations
- Reporting maintenance and facility concerns and conducting Health and Safety Inspections
- Duty responsibility
- **All other duties as assigned by Residence Director, Assistant Director and/or Director of Residential Life and Housing.**

Compensation: Cost of room (for the area they reside in) and a Board Plan of \$1650 all declining balance per semester.

Contract Period/Specifications: Resident Advisors (RAs) are assigned living spaces for an entire academic year (May 2013-May 2014). This is barring termination and/or violation of the RA or residential life contract. Resident Advisors move in approximately two weeks prior to the start of the summer semester and work through all campus closures and holiday breaks. Resident Advisors must physically assist residents during move-in and move-out. **Comprehensive training and MANDATORY activities for the fall 2013 semester will start on August 5th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014.**

University Of Missouri St. Louis (Residential Life and Housing)

Community Advisor Job Description

The CA develops, coordinates and maintains programs within the community, and aspires to provide a positive intellectual, emotional and social living environment for ALL students/residents. The main responsibility of the Community Advisor is to provide support, encouragement and leadership to his/her community. The CA should be available to his/her residents and empower his/her residents to grow and develop as good citizens. The CA helps to facilitate a positive living and academic environment. This is accomplished by the following:

- Building relationships with the residents in the community
- Assisting residents in developing relationships with each other
- Developing residents through programming efforts in relation to the Mansion Hill Programming model.
- Holding residents accountable for their behavior
- Educating residents on the policies and procedures of Residential Life
- Promoting student involvement
- Role modeling positive attitudes and behaviors
- Helping to facilitate an environment that allows students to meet their academic goals
- Providing opportunities to for residents to look at the world from different perspectives
- Serving as a resource
- Providing helping skills for residents in need

The Community Advisors are also responsible for the following administrative tasks:

- Check-in and check-out of residents
- Keeping track of resident occupancy
- Documenting policy violations
- Reporting maintenance and facility concerns and conducting Health and Safety Inspections
- Duty responsibility and working office hours in the mansion hill central housing office
- **All other duties as assigned by Apartment Coordinator, Assistant Director and/or Director of Residential Life and Housing.**

Compensation: 1 bedroom unfurnished unit in Mansion Hill with a \$70 utilities stipend

Contract Period/Specifications: Community Advisors (CAs) are assigned living spaces for an entire academic year (May 2013-May 2014). This is barring termination and/or violation of the CA or residential life contract. Leasing Assistants move in approximately one week prior to the start of the summer semester and work through all campus closures and holiday breaks. **Comprehensive training and MANDATORY activities for the fall 2013 semester will start on August 9th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014.**

However, Community Advisors will also participate in training sessions in May to accommodate move-in for the summer semester in Mansion Hill.

University Of Missouri St. Louis (Residential Life and Housing)

Marketing and Communications Assistant Job Description

Marketing and Communication Assistants (MCAs) will work closely with Adriana Hughey, Business and Communication Coordinator, located in the Provincial House. Please direct specific questions regarding this position to her email address at hugheya@umsl.edu. The MCA is expected to have and display a high level of advertising, marketing, and communication skills. The duration of this position is not set and will be determined by the applicant and Residential Life professional staff.

Qualifications are:

- Prefer if student lives on campus in Oak Hall, Villa Hall or Mansion Hill Apartments.
- Preferred personality traits are independent, self-driven, punctual, and detailed orientated.
- Familiar with advertising and marketing techniques is required. Preference given to students are communications, marketing, media studies, or graphic design majors or students who have experience in designing fliers, posters, display boards, recruitment videos, photography, and informational brochures.
- Student must provide creative ideas for assigned projects and be confident working independently.
- Social media (facebook, twitter, and YouTube) knowledge is required.
- Is suggested, but not required to have experience and feel comfortable with design programs such as Adobe Design Suite.
- Required to be confident with Microsoft Word and Excel.

This position will provide experience in:

- Creating a brochure for all facets of Residential Life at UMSL.
- Assist in working the University marketing and recruitment events such as NSO, UMSL Day, Weeks of Welcome, Family Weekend, Mirth Day, etc.
- Website maintenance and content management
- Social media marketing, recruitment, and content management.
- Designing posters to be used in a professional portfolio.
- Work closely with professional staff and gain experience in working with other departments on campus.
- New software knowledge and processing skills such as mail merge
- Recruitment and Retention email communication skills
- **All other duties as assigned by Business and Communication Coordinator, Assistant Director and/or Director of Residential Life and Housing.**

Compensation: Please note that the Marketing and Communication Assistant is required to live in housing operated by the department of Residential Life and Housing. Compensation is \$3000 per semester towards the cost of room (if the MCA resides in Oak Hall or Mansion Hill). If the MCA resides in Villa or Villa North, compensation will be the cost of the room (not to exceed \$3000). If the student does not live on campus there will be no compensation for this position.

Contract Period: The Marketing and Communication Coordinator is assigned a living space for an entire year (May 2013-May 2014). This is barring termination and/or violation of the MCA or residential life contract.

Training and MANDATORY activities for the fall 2013 semester will start on August 5th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. RPAs must physically assist with move-in and move-out. Additionally, training for the summer 2013 semester, will begin in May 2013.

University Of Missouri St. Louis-Residential Life and Housing

Succeed Peer Advisor Job Description

SUCCEED is a post-secondary program for people with intellectual and developmental disabilities ages 18 through 25 years. Program participants can earn a Chancellor's Certificate by completing the two year residential program. Designed to encourage and develop pathways toward independence, SUCCEED offers an individualized approach to career development and transition toward degree-seeking programs. The curriculum, learning activities, and internships are structured around social interaction, personal development, independent living skills, preparation for employment and/or preparation for a degree-seeking program.

The role of a Residential Life Peer Advisor is very unique and is assigned to individuals who are stellar at multi-tasking. This position was created to assist our Succeed students with making the ACADEMIC and SOCIAL transition to college. Emphasis is being made on the SUCCEED Program because each community is equipped with a resident advisor who directly oversees the social adjustment of our students. Residential Peer Advisors will reside on the SUCCEED and Education Floor. Residential Peer Advisors are expected to be role models for the residents of their communities and the residential community on a whole. All Peer Advisors report to the Graduate Hall Director and will be expected to perform the following general duties:

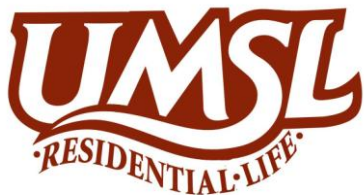
- Building relationships with the Succeed residents in the community
- Assisting residents in developing relationships with each other
- Developing residents through programming efforts in relation to the L.I.V.E.S.M.A.R.T Programming model.
- Educating residents on the policies and procedures of Residential Life
- Promoting student involvement
- Role modeling positive attitudes and behaviors
- Helping to facilitate an environment that allows Succeed students to meet their academic goals
- Providing opportunities to for residents to look at the world from different perspectives
- Serving as a resource for the Succeed students and as a liaison for the Succeed Program.
- Providing helping skills for the Succeed students

The Residential Peer Advisors are also responsible for the following administrative tasks:

- Attend meetings with the Succeed program staff and Residential Life
- Reporting maintenance and facility concerns and conducting Health and Safety Inspections
- Duty responsibility
- All other duties as assigned by Residence Director, Assistant Director and/or Director of Residential Life and Housing.

Compensation: Room and Board (option 1). Please note that Residential Peer Advisors (RPAs) are required to live within Oak Hall. Compensation is cost of room (for the area they reside in) and the Option 1 meal plan (each semester).

Contract Period: Residential Peer Mentors are assigned living spaces for an entire academic year (August 2013-May 2014). This is barring termination and/or violation of the RPA or residential life contract. **Training and MANDATORY activities for the fall 2013 semester will start on August 5th and go through August 30th 2013. This includes, move-in, weeks of welcome activities and night/ weekend programming. Training for the spring semester will start on January 15th 2014. RPAs must physically assist with move-in and move-out.**



UNIVERSITY OF MISSOURI-ST. LOUIS

**Resident Advisor (RA), Community Advisor (CA),
SUCCEED Peer Advisor (SPA), Marketing and
Communication Assistant (MCA)
Residential Peer Mentor (RPM)**

STUDENT STAFF APPLICATION

2013-2014

Please type or neatly print in black or blue ink.

Personal Information:

First Name: _____ Last Name: _____

Gender: MALE FEMALE TS/TG University I.D# _____

Campus Address: _____

Local Address (home): _____

Cell Phone: _____ UMSL Email Address: _____@umsl.edu

**PLEASE NOTE THAT ALL CORRESPONDENCE ABOUT THIS PROCESS WILL BE
SENT TO YOUR UMSL EMAIL ADDRESS.**

Requirement Information:

Current class level:

Freshman (29hrs or less) Sophomore (30-59 hrs) Junior (60-89hrs) Senior (90 or more)
Grad

Major: _____ Minor: _____

Anticipated Graduation date: _____

*Cumulative GPA: _____ Previous Semester GPA: _____

*If your cumulative GPA is below the **required 2.7** please explain to us (no less than one page) the reason for this and some steps that you will be taking to elevate and maintain a 2.7 GPA if you are hired. **Please note that RPMs must have a 3.0 GPA or higher.**

Have you applied for a student staff position before? Yes No
If "yes", which position and when? _____

Circle where you currently live? **Oak Villa Villa North Mansion Hills Off Campus**

Please indicate with an “x” which position/positions you are applying for:

Resident Advisor (RA) ____ **Community Advisor (CA)** ____ **Succeed Peer Advisor (SPA)** ____

Marketing and Communications Assistant (MCA) ____ **Residential Peer Mentor (RPM)** ____

Campus and Extracurricular Involvement:

Please list any out of class activities that you are currently involved in for the upcoming academic year:

| Organization | Position Held | Skills Gained |
|--------------|---------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment/ Student Leadership History:

Please indicate your current and past work and Student Leadership experiences (including all part-time positions):

| Employer/Organization | Position and Responsibilities | Dates of Employment |
|-----------------------|-------------------------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please circle one, are you currently employed? Yes No

If “yes” how many hrs per week do you currently work? _____

Judicial History:

*The Student Worker position in our office is a sensitive one. Hence, if you are offered a position and accept it, you will be required to authorize UMSL to review your personal information relevant to this position.



_____ hereby waive my right under the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, to inspect or review any: letters of recommendations/statement and other information that is relevant to this position that is submitted by an UMSL Res. Life member or staff and/or outside sources.

I certify that this judicial history waiver is given voluntarily by me:

Name: _____ Signature: _____ Date: _____

Have you been found responsible or in violation of any University policy or have you been documented for any housing violation at UMSL or another Institution? Yes No

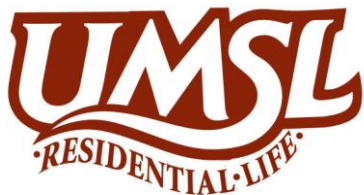
If “yes” please use the space below to explain:

References:

As part of the application, you are required to submit four references. Two of these references must provide recommendation letters for you and the other two must complete the reference form attached to this application. Please indicate below, all four of your references include: their names, email address and phone numbers in the space provided below. You may list: faculty members, academic advisors, current or former employers, coaches, administrators, high school counselors, teachers, or elected organization leaders as your references.

1. _____
2. _____
3. _____
4. _____

**ALL MATERIALS ARE DUE TO KHALILAH DOSS
IN THE CENTRAL HOUSING OFFICE (C103 PROVINCIAL HOUSE)
BY 12PM/NOON ON MONDAY MARCH 11TH 2013.**



UNIVERSITY OF MISSOURI-ST. LOUIS

Desk Assistant, Office Assistant and Leasing Assistant

STUDENT STAFF APPLICATION

2013-2014

Please type or neatly print in black or blue ink.

Personal Information:

First Name: _____ Last Name: _____

Gender: MALE FEMALE TS/TG University I.D# _____

Campus Address: _____

Local Address (home): _____

Cell Phone: _____ UMSL Email Address: _____@umsl.edu

PLEASE NOTE THAT ALL CORRESPONDENCE ABOUT THIS PROCESS WILL BE SENT TO YOUR UMSL EMAIL ADDRESS.

Requirement Information:

Current class level:

Freshman (29hrs or less) Sophomore (30-59 hrs) Junior (60-89hrs) Senior (90 or more)
Grad

Major: _____ Minor: _____

Anticipated Graduation date: _____

*Cumulative GPA: _____ Previous Semester GPA: _____

*If your cumulative GPA is below the **required 2.5** please explain to us (no less than one page) the reason for this and some steps that you will be taking to elevate and maintain a 2.5 GPA if you are hired.

Have you applied for a student staff position before? Yes No
If "yes", which position and when? _____

Where do you currently live? Oak Villa Villa North Mansion Hills Off Campus

Please indicate with an "x" which position/positions you are applying for:

Leasing Assistant (LA) _____ **Office Assistant (OA)** _____ **Desk Assistant** _____

Campus and Extracurricular Involvement:

Please list any out of class activities that you are currently involved in for the upcoming academic year:

| Organization | Position Held | Skills Gained |
|--------------|---------------|---------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Employment/ Student Leadership History:

Please indicate your current and past work and Student Leadership experiences (including all part-time positions):

| Employer/Organization | Position and Responsibilities | Dates of Employment |
|-----------------------|-------------------------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Please circle one, are you currently employed? Yes No
If “yes” how many hrs per week do you currently work? _____

Judicial History:

*The Student Worker position in our office is a sensitive one. Hence, if you are offered a position and accept it, you will be required to authorize UMSL to review your personal information relevant to this position.

☐

_____ hereby waive my right under the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, to inspect or review any: letters of recommendations/statement and other information that is relevant to this position that is submitted by an UMSL Res. Life member or staff and/or outside sources.

I certify that this judicial history waiver is given voluntarily by me:

Name: _____ Signature: _____ Date: _____

Have you been found responsible or in violation of any University policy or have you been documented for any housing violation at UMSL or another Institution? Yes No

If “yes” please use the space below to explain:

References:

As part of the application, you are required to submit four references. Two of these references must provide recommendation letters for you and the other two must complete the reference form attached to this application. Please indicate below, all four of your references including their: names, email addresses and phone numbers in the space provided below. You may list: faculty members, academic advisors, current or former employers, coaches, administrators, high school counselors, teachers, or elected organization leaders as your references.

5. _____
6. _____
7. _____
8. _____

**ALL MATERIALS ARE DUE TO KHALILAH DOSS
IN THE CENTRAL HOUSING OFFICE (C103 PROVINCIAL HOUSE)
BY 12PM/NOON ON MONDAY MARCH 11TH 2013.**



Residential Life and Housing
Student Staff Reference Form
2013-2014 Academic Year

AREA TO BE COMPLETED BY APPLICANT:

Name of Applicant: _____
(Please Print or Type)

Waiver Statement:

_____ I agree that this recommendation is to remain confidential; I waive the right to see it.

_____ I may wish to see this recommendation at some later point; I do not waive the right to see it.

Signature of Applicant: _____
**If this right to access form is not signed or marked, the file will be considered confidential. **

To the Person Completing this Reference:

The person named above is an applicant for a position with the department of residential life and housing at the University of Missouri St. Louis. University Housing asks that you provide a frank statement regarding the applicant's qualifications. Please use this form, with additional sheets for more extensive comments.

University Housing is seeking a diverse group of individuals who possess a variety of talents and abilities to join our student staff team. Our staff members should be seen as approachable, empathetic listeners, who are knowledgeable about University resources. Good communication skills and the ability to enforce rules and regulations are essential. Qualities such as sensitivity and warmth, as well as time-management skills are necessary.

Name: _____

Title or Position: _____

Name of School, Agency, College, Business: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

1. In what capacity and for how long have you known the applicant?

Please compare this applicant with persons similar in age and experiences and indicate by circling the number of your appraisal in the areas listed. If you have not had adequate opportunity for observation, please mark the item with "0," for "No information." Please elaborate on ratings as necessary on this form only. Thanks!

| | | Level of Appraisal: | | | | | |
|----|--|---------------------|------|------------------|---------|------------------|-------------|
| | | No Information | Poor | Below Average | Average | Above Average | Outstanding |
| 2. | LEADERSHIP AND INITIATIVE: Demonstration of leadership qualities, ability to be a self-starter. | N/A | 1 | 2 | 3 | 4 | 5 |
| 3. | ENTHUSIASM: Motivation and positive attitude in approaching new situations. | N/A | 1 | 2 | 3 | 4 | 5 |
| 4. | RESPONSIBILITY: Accomplishment of task and follow through. | N/A | 1 | 2 | 3 | 4 | 5 |
| 5. | SOCIAL SENSIVIITY: Openness toward diversity and acceptance of others. | N/A | 1 | 2 | 3 | 4 | 5 |
| 6. | MATURITY: Self-awareness and ability to relate to others. | N/A | 1 | 2 | 3 | 4 | 5 |
| 7. | COMMUNICATION: Ability to express ideas clearly and fully. | N/A | 1 | 2 | 3 | 4 | 5 |
| 8. | ADMINISTRATIVE ABILITY: Utilization of planning, organization, and time management skills. | N/A | 1 | 2 | 3 | 4 | 5 |
| 9 | OPTIONAL/SUPPLEMENTAL COMMENTS: Please use an additional sheet of paper to add additional comments or to describe your assessment of the candidate's strengths and weaknesses in more detail. | | | | | | |

| RECOMMENDATION: |
|---|
| _____I recommend the applicant for a Student Staff position without reservations. |
| _____I recommend the applicant with the following reservations: |
| _____I do not recommend the applicant |



Resident Advisor (RA), Community Advisor (CA), Residential Peer Mentor (RPM) and Succeed Peer Advisor (SPA)

Student Staff Project Details

What is the purpose of the creative project? We wanted to give our applicants an opportunity to show the interviewers their creative side. This project will allow our applicants to express their individuality and personality in a unique and fun way that may not come through in the structured portion of the interview.

Who must complete a creative project and when is it due? All applicants for the RA, CA, RPM and SPA position must complete and present a creative project. The creative project is due at the time of your interview. You will present your project to the panel of staff members interviewing you.

What are the parameters and expectations of the creative project?

- The creative project must be presented to the group in 5-7mins and must be done by the applicant and not a third party.
- The creative project must be free of obscenities and other inappropriate materials i.e. profanity, sexist/racial/homophobic content and derogatory materials.
- The creative project should do one or all of the following: (1) express/highlight the interests of the applicant i.e. their likes and dislikes and, (2) express/highlight how they are suited for the position they applied for.

Examples of projects:

- Creating a short video of their life as a staff member.
- Writing a song or poem to express who they are and why they want to be Senior Staff member or addressing via these methods their overall in their current position.
- Creating a decoupage of experience on staff.
- Decorating blankets, pillows, poster boards, T-shirts, creating a poster etc to express and show their attachment to the res. life team.
- Doing a collage or video presentation of pictures explaining the significance of the pictures to their life as a staff member.

Please note that the above approaches are only examples of formats used in the past. You may use the parameters listed above to complete the project as you see fit. GOOD LUCK!



Marketing and Communications Assistant (MCA)

Student Staff Project Details

Along with the project please bring a copy (hard or digital) of your advertising portfolio. If you do not have a portfolio bring examples of any brochures, fliers, posters, logos you have designed. And examples that pertain to your experience in advertising will be beneficial in this portion of the interview.

What is the purpose of the project? We wanted to give our applicants an opportunity to show the interviewers their creative side. This project will allow our applicants to express their individuality and personality in a unique and fun way that may not come through in the structured portion of the interview.

When is this due? The creative project is due at the time of your interview. You will present your project to the panel of staff members interviewing you.

What are the parameters and expectations of the creative project?

- The creative project must be presented to the group in 5-7mins and must be done by the applicant and not a third party.
- The creative project must be free of obscenities and other inappropriate materials i.e. profanity, sexist/racial/homophobic content and derogatory materials.
- The creative project should do one or all of the following: (1) express/highlight the interests of the applicant and how this position can meet their advertising/communication/marketing/graphic design career goals and, (2) express/highlight the how they are suited for the position they applied for.

Examples of projects:

- Create a print advertisement detailing why we should hire you for this position.
- Creating a short video or radio slot of their life as a potential staff member.
- Writing a song or poem to express who they are and why they want to be a residential life staff member.
- Create a prezi or powerpoint presentation.
- Doing a collage or video presentation of pictures explaining the significance of the pictures to their life as a staff member.

Please note that the above approaches are only examples of formats used in the past. You may use the parameters listed above to complete the project as you see fit. Get creative and show your skills. GOOD LUCK!