

# Student Leadership Team Application

## 2010-2011



Student Leadership Team (SLT) positions are available in a variety of locations on campus and serve various student populations. These positions require students to serve as advisors, counselors, mediators, supervisors and resources to their peers. Currently SLT positions are available in the following locations:

- ◆ **Student Assistant Resident Director (SARD) Positions:** Dykstra, Cook and Kollen Halls.
  - ◆ **Neighborhood and Apartment Coordinators (NC):** are placed in various cottages and apartments, depending on need and location.
1. **The application deadline is Wednesday, November 25, 2009.** Your completed application and (2) letters of recommendation should be delivered to Student Development in the DeWitt Center. Late applications will only be processed after all applications turned in on time are evaluated.
  2. **Interviews will take place from November 30-December 4.** You will be contacted by a Residence Life Coordinator to schedule the interview. The number of interviews you will have depends upon the number of specific positions for which you are applying.
  3. **Academics and Behavioral Good Standing:** Hope College is committed to seeking applicants with strong academics. Candidates must have a minimum **2.50** cumulative grade point average to be considered for an SLT position. Additionally, students who are on behavioral probation will be considered only after a discussion about the nature of the judicial violation. In some cases students with certain judicial violations will not be considered for an SLT position. Anyone with special circumstances regarding GPA or judicial status should contact the Director of Housing and Residential Life, John Jobson.
  4. **Housing Assignment:** Your housing assignment is dependent on need and qualifications. The staff will be chosen based on the needs of the Department. Our goal is to match individual strengths with housing needs and we strive toward a diversity of staff in each area. Gender assignment may be changed after the hiring process. In the event of gender inequity (i.e., a female happens to be in an all-male location) you may be reassigned to another location after the room draw process.
  5. **Compensation:** Like all on-campus student jobs, the Office of Financial Aid is informed of what you make, so it could affect your aid package. Please call or visit the Office of Financial Aid at [finaid@hope.edu](mailto:finaid@hope.edu) or x7765 for more details. The Board of Trustees sets SLT compensation rates in January. Please contact the Director of Housing and Residential Life, John Jobson, with specific questions regarding compensation.
  6. Offers will be extended by December 14, 2009. You will be expected to either accept or decline the position by **Saturday, January 9, 2010.**
  7. If you would be interested in an RA position (in the event you are not selected for a Student Leadership Position), you must also go through the RA Reappointment/Transfer process with your current RD.
  8. Any additional questions or issues should be discussed with Emily Whitmer, Selection Coordinator. We look forward to meeting you during the selection process. If you have any questions regarding the application, selection process, or the Student Leadership Team positions, please contact:
    - Cook SARD – Ray Cook, Cook RLC, x6930
    - Dykstra SARD – Emily Whitmer, Dykstra RLC, x6999
    - Kollen SARD – Matthew D’Oyly, Kollen RLC, x6300
    - Neighborhood Coordinators – Sara Dickey, Associate Director of Residential Life, x7800.

# Student Leadership Team Application 2009-2010



Please return to Student Development Office by 5:00 PM on Wednesday, November 25, 2009.

Name \_\_\_\_\_ Year \_\_\_\_\_

Student ID \_\_\_\_\_ GPA \_\_\_\_\_

Current Campus Address \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Academic Interest/Major \_\_\_\_\_

Anticipated employment during the 2010-2011 academic year:

\_\_\_\_\_

Residential Life Experience (This may include locations you've lived and/or worked):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am applying for (please check all boxes that apply):

Dykstra Hall SARD

Neighborhood Coordinator

Kollen Hall SARD

I would like to be considered for all positions

Cook Hall SARD



## Cover Letter

We are interested in learning more about you! Please help us get to know you better by writing a one-page *Cover Letter* stating why you are applying for a Student Leadership Team position. We ask that you type your letter and address the following points:

- Which position(s) you are applying for and why
- Describe the skills and values you bring to the position
- What you hope to gain from the position – personally, professionally, etc.
- How you see this position fitting into your college involvement
- What you might find challenging or areas where you expect to be developed

## Resume

Please submit a professional resume along with your application. This resume should include sections on:

- Education, including academic awards or honors
- Work experience
- Experience with campus / hall / community programming
- Extracurricular involvement and campus leadership involvement
- Community service and volunteer activities
- Individuals who may be contacted as references (non-students)

### Need Help?

Please remember to visit Career Services for help on Cover Letter and Resume Development!

## Letters of Recommendation

Please submit two letters of recommendation using the attached forms. One recommendation should be from your current supervisor, if currently working in housing. A faculty or staff member, former supervisor, RD, employer, coach, or advisor should complete your second recommendation. If desired, you may submit more than two letters of recommendation. If you do not include a recommendation from your current supervisor please include a statement explaining why.

I have asked the following individuals to write a recommendation for me (**please print**):

Name _____
Title _____

Name _____
Title _____

**I certify** that I have read and understand the job description of the position for which I am applying. I also certify that the information given in this application is correct and honest and that I will inform Student Development if there are any changes. In addition, I understand that my signature on this application grants Student Development permission to verify my GPA and judicial record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Student Leadership Team Candidate Recommendation Form



**To the candidate:** Please read and complete the following information.

Candidate's Name: \_\_\_\_\_

*The Family Education Rights and Privacy Act of 1974 provides me with the right to access this recommendation. My signature below constitutes a waiver to this right; no signature means I have the right to read this reference.*

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **To the Recommender:**

The person named above is applying for a Student Leadership Team position within the Department of Residential Life at Hope College. Your comments will be helpful in assessing the applicant's qualifications. Please return the recommendation in a **signed and sealed envelope directly to the candidate**. A different format may be submitted in lieu of this form. If you choose to write a letter, please be sure to address the questions listed below. Thank you!

1. How long and in what capacity have you known the applicant?
  
  
  
  
  
  
  
  
  
  
2. What is your assessment of the applicant's interpersonal and communication skills?
  
  
  
  
  
  
  
  
  
  
3. How have you seen the candidate take initiative and be creative in meeting their goals?
  
  
  
  
  
  
  
  
  
  
4. The candidate may be in a position of supervising others. How do you feel the candidate would perform in such a capacity?



5. To what extent do you believe the applicant would be effective in working with staff and students of diverse backgrounds?
  
  
  
  
  
  
  
  
  
  
6. How would you describe the candidate's ability to work independently? Is the candidate able to accept responsibility for their actions and fulfill expectations?
  
  
  
  
  
  
  
  
  
  
7. How would you assess the applicant's ability to plan and implement activities of interest for students?
  
  
  
  
  
  
  
  
  
  
8. Do you have any reservations about the applicant's ability to serve as a leader among his/her peers?  
Would you hire this person to be a member of your staff?

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

School/Company \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

If needed, may we contact you regarding this reference? Yes / No (Please circle)

Recommendations are due by Wednesday, November 25, 2009. Please address any questions to:

Emily Whitmer  
Selection Coordinator  
Phone: (616) 395-6999  
E-mail: whitmer@hope.edu



5. To what extent do you believe the applicant would be effective in working with staff and students of diverse backgrounds?
  
  
  
  
  
  
  
  
  
  
6. How would you describe the candidate's ability to work independently? Is the candidate able to accept responsibility for their actions and fulfill expectations?
  
  
  
  
  
  
  
  
  
  
7. How would you assess the applicant's ability to plan and implement activities of interest for students?
  
  
  
  
  
  
  
  
  
  
8. Do you have any reservations about the applicant's ability to serve as a leader among his/her peers?  
Would you hire this person to be a member of your staff?

Name \_\_\_\_\_

Position/Title \_\_\_\_\_

School/Company \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

If needed, may we contact you regarding this reference? Yes / No (Please circle)

Recommendations are due by Wednesday, November 25, 2009. Please address any questions to:

Emily Whitmer  
Selection Coordinator  
Phone: (616) 395-6999  
E-mail: whitmer@hope.edu