
**Student Staff Application Process**

Thank you for your interest in a Student Staff position for the Department of Residence Life at Simpson College. In this packet you will find the current job description, application, and two reference forms. The application requirements and process are as follows:

1. **APPLICATION TIMELINE:**
	1. **Team Leads**
		1. Applications available November 20th, 2023. Submission of applications will be through Microsoft Forms.
		2. Applications are due December 8th at 4:30pm.
		3. Team Lead Case Study Prompts sent on January 7th, 2024, by 10am.
		4. Interviews – January 9th – 11th, 2024.
		5. Team Lead Selections and Outcome Letters Sent – January 12th, 2024.
		6. Team Lead Acceptance Offers Due – January 17th, 2024.
		7. New CA Interviews – TL’s will help assist in the interviews of new CA applicants
			1. February 2nd, 6th – 7th, 2024.
	2. **Returner and New CA Applicants**
		1. Applications available on December 4th, 2023, through Handshake.
		2. Applications Due January 24th, 2024, at 4:30pm.
		3. Returning CA Interviews – January 30th – 31st, 2024.
		4. New CA Applicant Interviews – February 2nd, 6th – 7th, 2024.
		5. CA Offer Letters Sent out – February 12th, 2024.
		6. CA Acceptance Offers Due – February 16th 2024.
		7. New Staff Social – March 25th at 4pm (location TBD).
2. **JOB SHADOW (New Applicants Only):** As part of the application process, CA applicants (those who have never worked as a CA at Simpson) will need to spend 1-2 hours job shadowing a current student staff member of your choice when that staff member is on-duty. It is your responsibility to set up your job shadow. If you need assistance with this, please contact your CA.
3. **INDIVIDUAL INTERVIEW:**
	1. Team Lead Interviews: January 9th – 11th, 2024 .
	2. Returning Staff Interviews: January 30th – 31st, 2024.
	3. New Staff Interviews: February 2nd, 6th – 7th, 2024.
4. **ANNOUNCEMENT OF POSITIONS:** Team Lead applicants will be notified by **Friday, January 12th** and all other applicants will be notified of their hire status on **February 9th, 2024**via a letter delivered by campus mail. Please do not contact Student Development prior to this time, as that information will not be available.



**Community Advisor – Team Lead Job Description**

**PURPOSE OF JOB**

The Community Advisor – Team Leader position is one with diverse and sometimes ambiguous responsibilities. The position requires a high level of commitment in time and effort. The professional staff at the college relies heavily on the Team Leader’s knowledge to meet the students’ needs. The Team Leader serves as a liaison between the students, student staff, professional staff, and the administration of the college.

**JOB QUALIFICATIONS AND REQUIREMENTS:**

1. Minimum of one year in a Residence Life student staff position at Simpson College.
2. Leadership staff members are expected to have current semester and cumulative grade point averages over 2.5.
3. Maintain full-time status during duration of employment (12 hours per semester).
4. Abide by the policies of Simpson College and Residence Life.
5. Employment is for a full academic year and contingent upon clearance by Financial Aid.

**RESPONSIBILITIES:** The responsibilities of the CA – Team Leads are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into the four main areas of community development, administrative tasks, staff development, and programming. Typical responsibilities are outlined (but not limited to those) listed below:

Community Development

1. Foster community development within the hall/wing/floor by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the community, etc.
2. Practice effective listening and communication.
3. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
4. Conduct floor meetings as needed to survey the interests, needs, and capabilities of your residents.
5. Mediate roommate and interpersonal conflicts as necessary.
6. Be knowledgeable about campus and community resources and be able to refer students to these resources.
7. Be present in the hall most evenings and weekends.
8. Promote community development within the wider residential area (BK, BP, Apartments, or FSL) by being visible, knowing the names of as many residents as possible, attending area-wide programs and events, etc.
9. Work collaboratively with Religious Life Community (RLC) on community development initiatives.

Administrative Tasks:

1. Coordinate the daily operational procedures in your respective area, including but not limited to: maintaining resident records; identifying and reporting maintenance, custodial, and security concerns; assisting with various other staff and/or area administrative tasks as assigned.
2. Assist the Assistant & Associate Directors in advising 4 to 8 other student staff members by acting as a team leader and serving as a resource for the CAs in areas such as handling student or staff concerns, programming, etc.
3. Assist with the opening and closing of buildings in your area, returning early and remaining after the halls close (including all breaks and graduation).
4. Assist in the education of residents on emergency procedures and the evacuation of the hall during emergencies.
5. Help to schedule and participate in a rotating duty schedule with other members of your area, as established by the Associate or Assistant Director of your area.
6. Interpret, enforce, and support college policies in residential areas.
7. ***Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.***
	1. ***In Service Dates for the 2024-2025 Academic Year will be on the following dates between 1-2pm:***
		1. ***September 11th***
		2. ***October 16th***
		3. ***November 13th***
		4. ***January 15th***
		5. ***February 12th***
		6. ***March 26th***
			1. ***Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.***
	2. ***Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Associate or Assistant Director of your area.***
8. Follow up on concerns about other staff members or residents and requests for information in a timely manner.
9. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.
10. Completely regular reports assigned by the Associate or Assistant Director of your area.
11. Serve with fellow team leads on Of-The-Month committee.

Staff Development:

1. Promote a positive staff dynamic by maintaining a positive attitude, encouraging staff collaboration, fostering personal and professional relationships among staff members, regularly interacting with each member of the staff, etc.
2. Support fellow staff members by being knowledgeable about departmental policies and procedures.
3. Support and motivate the CA staff in the implementation of hall, floor, and general Residence Life programs.
4. Practice effective listening and communication with your Assistant/Associate Director, fellow staff members, and residents.

Programming (Barker, Kresge, Buxton/Picken, and Apartment Team Leaders):

1. Plan, initiate, and evaluate several large-scale building or area-wide educational and social programs on a variety of subjects according to your supervisor’s guidelines.
2. Complete passive programs such as bulletin boards and newsletters to advertise resources and other information.
3. Serve as a programming resource for fellow student staff members by helping them brainstorm program ideas, offering suggestions and advice when needed, reminding them of programming due dates and responsibilities, etc.
4. Take a leadership role in large-scale campus programming initiatives.
5. Complete additional programming for your own residents according to your supervisor’s guidelines.

Programming – FSL Team Leader:

1. Lead the FSL CA team in planning and initiating one collaborative program for the Greek area per semester.

**ADDITIONAL EXPECTATIONS**:

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other staff members and students.
3. ***Notify and coordinate with your supervisor prior to committing to activities which may interfere with job performance, which include, but are not limited to athletics, internships, student teaching, on or off-campus employment, extra course load, etc.***
4. CA – Team Leads are responsible for other tasks and expectations that may be assigned by Residence Life and/or Student Development.
5. Return to campus to begin Team Lead training on Monday, August 5, 2024. Specific dates for other mandatory training, etc. will be provided later.

**REMUNERATION:**

* CA – Team Leads receive a stipend that equals $6100 paid in twenty equal installments.
	+ This includes payment during May term. TL’s who do not work May term, will not receive the final two installments.
* The CA – Team Leader position is an excellent opportunity for personal and professional growth as well as leadership development.
* Team leads are housed in the professional staff member apartments, when available, and have their choice of a private bedroom while also living with their choice of roommate(s) at no additional charge over the normal rate.
	+ Exception to this is the Greek TL. Greek TL receives the same pay and a single room at the double room rate.



**Community Advisor Job Description - Apartments**

**JOB QUALIFICATIONS AND REQUIREMENTS:**

1. Minimum of one semester on-campus residency at Simpson College required.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CAs are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the apartment building by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the building, etc.
2. Use a variety of means to survey interests, needs, and capabilities of your residents; relay campus and community information; and provide a mechanism for apartment residents to communicate with each other.
3. Be an effective listener and communicator.
4. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
5. Mediate roommate and interpersonal conflicts as necessary.

Programming:

1. Promote campus, community, and Residence Life programs.
2. Plan, initiate, and evaluate a number of educational programs each semester as required by your Assistant/Associate Director.
3. Aid with the Junior/Senior Experience programmatic efforts.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned apartment building at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty for all apartment complexes on a scheduled rotating basis, including breaks, as established by the Assistant/Associate Director.
6. Interpret, enforce, and support college policies in residential areas.
7. ***Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.***
	1. ***In Service Dates for the 2024-2025 Academic Year will be on the following dates between 1-2pm:***
		1. ***September 11th***
		2. ***October 16th***
		3. ***November 13th***
		4. ***January 15th***
		5. ***February 12th***
		6. ***March 26th***
			1. ***Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.***
	2. ***Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Associate or Assistant Director of your area.***
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Assistant/Associate Director.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students.
3. Be present in the apartment building most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance. These include, *but are not limited to*, athletics, internships, student teaching, on and off-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 12th, 2024. Specific dates for other mandatory training, etc. will be provided later.

**REMUNERATION:**

* Apartment CAs receive a stipend that equals $4400 paid in twenty equal installments.
	+ This includes payment during May term. CA’s who do not work during May term, will not receive the final two installments.
* Apartment CAs live in specified apartments with the roommate(s) of their choice, private bedroom.
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.



**Community Advisor Job Description – Barker/Kresge and Buxton/Picken**

**JOB QUALIFICATIONS AND REQUIREMENTS:**

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CAs are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the hall/wing/floor by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the community, etc.
2. Be an effective listener and communicator.
3. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
4. Conduct floor meetings as needed to survey interests, needs, and capabilities of your residents.
5. Mediate roommate and interpersonal conflicts as necessary.
6. Work collaboratively with Religious Life Community (RLC) on community development initiatives.

Programming

1. Promote hall, floor, and Residence Life program activities.
2. Plan, initiate, and evaluate a number of educational programs each semester as required, including helping to facilitate area-wide and campus-wide events.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your building at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty in your area on a scheduled rotating basis as established by the Assistant/Associate Director.
6. Interpret, enforce, and support college policies in residential areas.
7. ***Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.***
	1. ***In Service Dates for the 2024-2025 Academic Year will be on the following dates between 1-2pm:***
		1. ***September 11th***
		2. ***October 16th***
		3. ***November 13th***
		4. ***January 15th***
		5. ***February 12th***
		6. ***March 26th***
			1. ***Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.***
	2. ***Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Associate or Assistant Director of your area.***
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Assistant/Associate Director.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students academically and socially.
3. Be present in the hall most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance, which include, *but are not limited to*, athletics, internships, student teaching, off and on-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 14th, 2024. Specific dates for other mandatory training, etc. will be provided at a later date.

**REMUNERATION:**

* CAs receive a stipend that equals $4900 paid in twenty equal installments.
	+ This includes payment during May term. CA’s who do not work during May term, will not receive the final two installments.
* CAs receive a single CA room at no additional charge (over the normal double price).
	+ Exception to this will be CA’s hired in Buxton Hall. Those CA’s will need to select at least one roommate who lives with them.
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.



**Community Advisor – Greek Houses Job Description**

#### JOB QUALIFICATIONS AND REQUIREMENTS:

1. Have and maintain a minimum 2.5 grade point average - cumulative and semester.
2. Hold sophomore or higher standing.
3. Have at least one-year group living experience.
4. Maintain full-time status (12 hours each semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the house by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the building, etc.
2. Be an effective listener and communicator.
3. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
4. Conduct floor meetings as needed to survey interests, needs, and capabilities of your residents.
5. Mediate roommate and interpersonal conflicts as necessary.

Programming (Minimum):

1. Participate in the planning and execution of one team-based campus-wide program during the year.
2. Work as a team of CAs to plan at least one all-Greek community-building program per semester.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your house at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty in your area on a scheduled rotating basis as established by the Assistant/Associate Director.
6. Interpret, enforce, and support college policies in residential areas.
7. ***Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.***
	1. ***In Service Dates for the 2024-2025 Academic Year will be on the following dates between 1-2pm:***
		1. ***September 11th***
		2. ***October 16th***
		3. ***November 13th***
		4. ***January 15th***
		5. ***February 12th***
		6. ***March 26th***
			1. ***Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.***
	2. ***Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Associate or Assistant Director of your area.***
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Assistant/Associate Director of Area Coordinator.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students academically and socially.
3. Be present in the house most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance, which include, *but are not limited to*, athletics, internships, student teaching, off and on-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 14th, 2024. Specific dates for other mandatory training, etc. will be provided at a later date.

**REMUNERATION:**

* CAs in the Greek Houses receive a stipend that equals $3500, paid in twenty equal installments.
	+ This includes payment during May term. CA’s who do not work during May term, will not receive the final two installments.
* CAs receive a single CA room at no additional charge (over the normal double price).
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.

##### IV. QUESTIONS:

Below are sets of questions you will be asked to respond to. Each set of questions corresponds to the specific position you find yourself applying for. For example, if you are a student applying to be a CA for the first time, then please fill out the “New Applicant” questions. If you are currently a CA looking to return to the position, then please answer the questions in the “Returner” set and if you are applying for a Team Lead position then please use the “Team Lead” questions. Note: If you are applying to be a Team Lead with the CA position as a fall back, you only need to fill out the Team Lead questions.

**All questions should be typed and answered on a separate sheet of paper and attached to your application materials.**

New Applicant Questions:

1. What has influenced your decision to apply for the CA position?

2. List recent work/volunteer experiences and campus activities. How have they helped you prepare for a student staff position?

3. What activities and leadership positions will you be involved with next year, and how will you work around them regarding this position? Also, include any off-campus employment.

4. Which two characteristics of Simpson would you never change, and what are two things about Simpson that you think need improvement?

5. Describe the ideal CA.

##### V. CASE STUDY (Team Lead Applicants Only)

As a part of the interview process, Team Lead applicants will receive a case study prompt on January 8th, 2023, that they will prepare for and then present during their interview. Applicants should expect to spend 3 to 5 minutes discussing their strategies to resolve the issue they were presented with.

**VI. JOB SHADOW (New Applicants Only) -**

As part of your application process, you will need to spend 1-2 hours shadowing a student staff member of your choice during the time when that member is on duty. During the job shadow you will go on a duty round with the CA and ask lots of questions about the pros & cons of the position, the time commitment, what an average day is like, tips on how to handle situations, how to create a hall community, etc. This isn’t an interview situation. You will not be evaluated and the CAs will not be asked for feedback regarding their time spent with you. Once your application has been submitted, you will be sent a link to confirm competition of your job shadowing.

##### VII. Grade and Extracurricular Review

This release will be sent to applicants after they have submitted their application, or this can be turned in to the Student Development Office on the 2nd floor of Kent Campus Center.

*The information supplied in this application is correct to the best of my knowledge. I have read the relevant Student Staff Job Description supplied with this application and agree to comply with all requirements should I be offered and select a student staff position. In addition, I understand that should I be hired, I must attend* ***all*** *training sessions and scheduled meetings pertaining to the position for which I am hired. (Please refer to the job description for required training dates.)*

*I hereby authorize the Staff Selection Committee to review and discuss any grades and records of extracurricular activities concerning me that are maintained by Simpson College or submitted by me for their consideration.*

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 Signature of Applicant Date of Application

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 Printed name of Applicant