



Black Hills State University - Office of Residence Life New Staff Member Application

Dear Residence Life Staff Applicant:

Thank you for showing an interest in becoming a Residence Life staff member at Black Hills State University. In addition to this application, ***a current resume, mock bulletin board, and short essay are required.*** The application is due by **Wednesday, February 3, 2021, by 5:00 p.m.** in the Residence Life Office (Woodburn Hall, 124). **Please type and print your application in black ink. Applications are available on the BHSU Residence Life web page.**

Qualifications:

- ✓ 2.25 Cumulative Grade Point Average by start of Fall Training 2021.
- ✓ Full-time student (12 credit hours), while employed as a Residence Life Staff Member unless otherwise approved by the Director of Residence Life
- ✓ Have lived on campus one semester (includes current semester).
- ✓ Desire to lead, help, interact, grow, and have fun!

If you have any questions regarding this process, please feel free to contact:

John Ginther	Director of Residence Life	(605) 641-3553
Brittany Bell	West Complex Director, Bordeaux Hall	(605) 641-3550
Nathan Feldt	East Complex Director, YJ Apartments	(605) 641-6228
Bryce Codr	Assistant Complex Director, Heidepriem Hall	(605) 641-3561
Ryan Beck	Assistant Complex Director, Humbert Hall	(605) 641-3552
Alexis Quail	Assistant Complex Director, Thomas Hall	(605) 641-3549
Katie Clark	Assistant Complex Director, Wenona Cook	(605) 641-0161

Staff Selection TIMELINE

Applications Due:	<u>February 3rd, 2021; 5:00 pm in the Residence Life Office (Woodburn Hall)</u>
Group Interviews:	<u>February 6th, 2021; Group 1: 9:00 am-12:00pm Group 2: 1:00pm-4:00 pm, Student Union/Jonas Academic</u>
Individual Interviews:	<u>February 8th through February 12th, 2021</u>
Selection Pool Bonding:	<u>February 24th, 2021; 6:00 pm—7:30 pm</u>
Offer Letters Out:	<u>March 5th, 2021; Available in Residence Life, 10:00 am</u>
Acceptance Letters Due:	<u>March 17th, 2021; 5:00 pm in the Residence Life Office (Woodburn Hall)</u>

Student I.D. # _____



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Please complete the following form and return to the Residence Life Office (Woodburn Hall, 124) by Wednesday, February 3, 2021 at 5:00pm.

Name: _____

Last
First
MI
Student I.D. Number

Present Campus Address: _____

E-Mail Address: _____ Cell phone number: _____

PERMANENT ADDRESS:

_____ Date of Birth

City State Zip I identify my Gender as

Academic Major: _____

Number of semesters lived on campus (including **this** semester) _____

Number of semesters completed at the end of this semester: _____

Last Semester G.P.A _____ Cumulative GPA: _____

Will you be requesting any special accommodations during the course of the selection process?

List any organizations you have belong to, and any leadership roles you have held which you feel better prepare you to be a Residence Life staff member (activities, employment etc.):

List any on or off-campus activities or organizations in which you plan to participate in next year and how much time would be involved (including athletics, clubs, newspaper, etc.)

Student I.D. # _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
If yes, please explain offense and the outcome.

Have you been documented for a violation of the BHSU Student Code of Conduct? Yes No
If yes, please explain the violation and the outcome.

List the names of three (3) references. Choose from the following list:

- 1. A past or current employer
- 2. Current BHSU faculty or staff member
- 3. Club advisor
- 4. Current CD/ACD/RA (max. of one)
- 5. Other professional

NAME	POSITION	TELEPHONE
1. _____		
2. _____		
3. _____		

Please return your application, mock bulletin board, essay, and resume to the Residence Life Office by **Wednesday, February 3, 2021**. Thank you for your interest, time, and effort in the selection process.

Applicant’s Statement

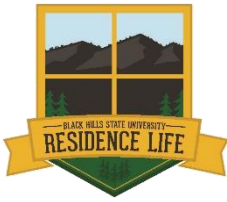
I release to the Residence Life Offices access to my grades in order to check my GPA for job eligibility. I hereby certify that all statements and answers set forth on this application are complete and true. I understand that false statements or omissions will be cause for the termination of my application or subsequent employment. I also understand that by signing this application, I am giving permission to the Residence Life Department to access my academic and disciplinary records as well as social media (i.e. Facebook, Twitter, Instagram, etc.) as deemed necessary to discuss information relevant to my candidacy. I understand that an offer of employment is contingent upon the results of a background.

Signature of Applicant	Date
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Any student enrolled at Black Hills State University who has a documented disability is eligible for assistance through Disability Services, Jennifer Lucero (605-642-6099)

Black Hills State University is committed to ensuring equal access to its educational programs and employment opportunities without regard to sex, gender, race, color, national origin, religion, age, disability, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Inquiries regarding this policy should be directed to the Compliance Officer, 1200 University St, Human Resources Office, Spearfish SD, 57799, or call (605) 642-6549

Student I.D. # _____



Black Hills State University - Office of Residence Life Resident Assistant Application

Below are guidelines and requirements for the short essay and the mock bulletin board included as part of your application. Candidates will sign-up for an interview time during Group Interviews on February 6, 2021

Residence Life Values created by the Residence Life Staff Selection Committee:

- | | |
|---------------|---------------------------|
| 1. Leadership | 3. Authenticity/Integrity |
| 2. Engagement | 4. Safety |

Essay

Two-page minimum, Three-page maximum, double spaced, Times New Roman, 12 pt. font

Answer the following questions/give ideas based on TWO out of the prompts provided:

- How would you develop a sense of community among residents within your wing, floor, and building?
- Describe what potential leadership qualities or personality traits are ideal as a Resident Assistant or other Residence Life staff members. How those qualities/traits apply to the position.
- What is the most difficult element of transitioning from high school to college? What techniques would you employ to help your residents through that transition?

Mock Bulletin Board/Poster

Provide a mock bulletin board using colored paper provided in the Residence Life Office, or a digital version that can be printed and attached to the application

Your mock bulletin board should provide us with more information about you! We want to see your creative side with the opportunity to get to know you beyond the information provided on the application. Examples to include are below:

- | | |
|------------|---------------------------------|
| • Hobbies | • Experiences |
| • Passions | • A few of your favorite things |
| • Values | |

Student I.D. # _____