

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

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Dear Returning Staff Applicant:

Thank you for showing an interest in continuing to serve the students of Black Hills State University in becoming a Resident Assistant, Senior Resident Assistant, or Assistant Complex Director. In addition to completing this application, ***a current resume and cover letter are required.*** 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. Application are available on the BHSU Residence Life web page.**

Qualifications:

- ✓ 2.25 Cumulative Grade Point Average by start of Fall Training 2021 (RA/SRA).
- ✓ 2.50 Cumulative Grade Point Average by start of Fall Training 2021 (ACD).
- ✓ 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!

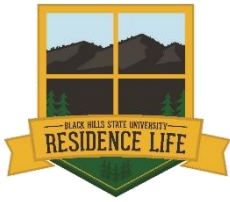
If you have any questions regarding this process, please feel free to contact:

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

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

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: \_\_\_\_\_

Position Applying For (RA, SRA, ACD) \_\_\_\_\_

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

List any organizations you belong to, and any leadership roles you have held which you feel better prepare you to continue serving at 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           | 4. Current CD/ACD/RA (max. of one) |
| 2. Current BHSU faculty or staff member | 5. Other professional              |
| 3. Club advisor                         |                                    |

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

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. # \_\_\_\_\_



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Below are guidelines and requirements for the individual interview portion for all returning candidates. Please dress business professional for the interview. Candidates will sign-up for an interview time before group interviews on February 3, 2021

### **Residence Life Values developed from the staff selection committee:**

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

### **Returning Resident/Apartment Assistant**

*Prepare a 10-minute presentation addressing the following theme: **The Roles and Responsibilities of a Residence Life staff member**. A visual aide (powerpoint, poster, diagram, etc.) is required. The interview will last a total of 20 minutes: 10 minutes for the presentation and 10 minutes for the panel to ask questions regarding the presentation.*

**While your presentation should focus on the roles and responsibilities of a Residence Life staff member, the bulleted items below are potential discussion topics/areas:**

- **Residence Life Values and Personal Leadership**
  - Staff Selection Values Discussion
  - Creation of a Personal Leadership Philosophy Statement
- **Qualifications/Experience**
  - Lessons Learned
  - Personal Evaluation
- **Duty/Response**
- **Community Development**
- **Programming**
- **Diversity and Inclusion**
- **Academic Engagement**

### **Senior Resident/Apartment Assistant**

*Prepare a 10-minute presentation addressing the following theme: **The Roles and Responsibilities of a Senior Resident or Senior Apartment Assistant**. A visual aide (powerpoint, poster, diagram, etc.) is required. The interview will last a total of 20 minutes: 10 minutes for the presentation and 10 minutes for the panel to ask questions regarding the presentation.*

**While your presentation should focus on the roles and responsibilities of a senior resident or apartment assistant, the bulleted items below are potential discussion topics/areas):**

- **Residence Life Values and Personal Leadership**
  - Staff Selection Values Discussion
  - Creation of a Personal Leadership Philosophy Statement
- **Qualifications/Experience**
  - Lessons Learned
  - Personal Evaluation

Student I.D. # \_\_\_\_\_

- **Department Leadership**
  - Staff Leadership and Development
  - Communication Strategies
  - Senior Staff Liaison
  - Lead/Facilitate hall's all hall program
- **RHA/ Hall Huddles**
  - Advise Huddle Council
  - Assist in Leadership of Huddle Meetings
- **Training**
  - In-Service Planning
  - Training Sessions with Senior Staff-Fall and Spring
- **SRA Council**
  - Ideas

### **Assistant Complex Director**

*Prepare a 25-minute presentation addressing the following theme: **The Roles and Responsibilities of an Assistant Complex Director**. A visual aide (powerpoint, poster, diagram, etc.) is required. The interview will last a total of 40 minutes: 25 minutes for the presentation and 15 minutes for the panel to ask questions regarding the presentation.*

**While your presentation should focus on the roles and responsibilities of an Assistant Complex Director, the bulleted items below are potential discussion topics/areas):**

- **Residence Life Values and Personal Leadership**
  - Staff Selection Values Discussion
  - Creation of a Personal Leadership Philosophy Statement
- **Community Building and Development**
  - Diverse Community Building
  - Programming
  - Hall Council
  - Academic Engagement
- **Qualifications and Experience**
  - Lessons Learned in previous position(s)
  - Personal Traits that make an effective ACD
  - Professional and Ethical Behavior
- **Emergency and Risk Management**
  - On-Call Rotation
  - Work Orders/Maintenance
  - Procedures
- **Staff Development**
  - Training ideas/comfort areas
  - Staff Dynamics
  - Communication
  - Leadership Development
- **Office-Related Duties**
  - Office Hours
  - Occupancy Management
  - Preview Day
- **Building Breakdown/Overview**
  - Differences in the Complexes
  - New Ideas for specific buildings