



# Black Hills State University - Office of Residence Life Assistant Complex Director Application

Dear Assistant Complex Director Applicant:

Thank you for showing an interest in becoming an Assistant Complex Director, your first step is the application process. In addition to completing this application, ***a cover letter and a current resume is also required.*** The application is due by **Monday, February 5, 2018, by 5:00 p.m.** in the Residence Life Office (Woodburn 124). **Please type and print your application in black ink. The application is also available on the Residence Life web page.**

Qualifications:

- ✓ 2.50 Cumulative Grade Point Average by start of Fall Training 2015.
- ✓ Full-time student (12 credit hours), while employed as an Assistant Complex Director, unless otherwise approved by the Assistant Director of Residence Life
- ✓ Previous Resident Assistant experience at Black Hills State University
- ✓ 2 years of live on Residence Life experience
- ✓ Desire to lead, help, interact, grow, and have fun!

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

John Ginther, Assistant Director of Residence Life		(605) 642-6086
Whitney Bischoff, West Complex Director	Bordeaux Hall	(605) 641-3550
Chad Bischoff, East Complex Director	Wenona Cook Hall	(605) 641-6228
Nathan Feldt, Assistant Complex Director	Heidepriem Hall	(605) 641- 3561
Bradley Branson, Assistant Complex Director	Humbert Hall	(605) 641- 3552
Megan Gayer, Assistant Complex Director	Thomas Hall	(605) 641- 3549
Ariel Pozorski, Assistant Complex Director	YJ Apartments	(605) 641- 0161

<b>ACD Selection TIME LINE</b>	
<b>ACD. Applications Due:</b>	<b><u>February 5, 2018; 5:00pm in the Residence Life Office (Woodburn Hall 124)</u></b>
<b>RA Group Interviews:</b>	<b><u>February 17, 2018; 9:30am – 3:00pm, Jacket Legacy Room Student Union</u></b>
<b>ACD Individual Interviews:</b>	<b><u>February 20 to February 27, 2018</u></b>
<b>ACD Offer Letters Out:</b>	<b><u>March 2, 2018</u></b>
<b>Acceptance Letters Due:</b>	<b><u>March 13, 2018; 5:00pm in the Residence Life Office (Woodburn Hall 124)</u></b>



## Black Hills State University - Office of Residence Life Assistant Complex Director Application

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Please **complete the following form** and return to the Residence Life Office (SSC, Woodburn Hall) by  
**Monday, February 5, 2018 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 end of this semester: \_\_\_\_\_

Last Semester G.P.A \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Do you require any special accommodations of which we should be aware?

List any organizations to which you have belonged and any leadership roles you have held which you feel better prepare you to be an Assistant Complex Director (activities, employment etc.):

List any on or off-campus activities or organizations in which you plan to participate 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.

The following section of the application provides an opportunity to tell the committee about yourself. Please limit your answer to the space given for each question.

1. Why are you interested in the Assistant Complex Director position? And what you feel are the major responsibilities of the position are.
2. In your opinion, what is a major challenge student's face when they transition from high school to college? What talents, skills, or abilities do you have to help other students meet that challenge?
3. Define leadership in your own words, and describe a time when you exhibited those qualities. Describe your leadership style, and how this style would benefit you in the role of an Assistant Complex Director (ACD)?

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

- 4. Identify and discuss an area in which Black Hills State University Residence Life excels and an area in which could use some improvement.

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 R.A. (maximum of one)
- 5. Other professional

NAME	POSITION	TELEPHONE
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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please return your application, cover letter, and resume to the Residence Life Office (124 Woodburn Hall) by **Monday, February 5, 2018**. Thank you for your interest, time, and effort in this 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 and social media (i.e. Facebook, Twitter, Instagram, etc.) as deemed necessary to discuss information relevant to my candidacy.**

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 the Office of Disability Services, Jennifer Lucero, Director.

*Black Hills State University does not discriminate on the basis of race, color, national origin, sex, age or disability in its program and activities. 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. # \_\_\_\_\_