



**Student Hall Coordinator  
Application  
2008-2009**

## Student Hall Coordinator Job Description

### Application Requirements:

1. Minimum of one year on-campus residency at Simpson College.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. Previous employment in a residence life program preferred.

### SHC Requirements:

1. SHCs are expected to maintain their current semester and cumulative grade point average.
2. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term).
3. Abide by the policies of Simpson College and Residence Life.
4. Employment is for a full academic year and contingent upon clearance by Financial Aid.
5. On-campus employment is encouraged. It is recommended that off-campus employment be limited to an average of 10-15 hours per week.

### Staff Responsibilities:

#### ADMINISTRATIVE ROLE:

1. Coordinate the daily operational procedures in the hall, including but not limited to: resident records, maintenance concerns, various staff and hall council administrative tasks, and financial records.
2. Assist the Area Coordinator in the supervision of 4-9 Community Advisors. Act as team leader. Serve as a resource for CAs in areas such as student concerns, staff issues, programming, etc.
3. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
4. Assist in the education of residents on emergency procedures and the evacuation of the hall during emergencies. Be part of the in-hall/in-area duty rotation.
5. Interpret, enforce, and support college policies. Mediate, address, and follow-up as appropriate.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

#### COMMUNITY DEVELOPMENT:

1. Promote community within the hall by being visible, knowing the name of every resident, & regularly interacting with residents.
2. Assert yourself as an advisor to the hall council through preventive, supportive and informative advising.
3. Support and motivate the CA staff in the implementation of hall, floor, and general Residence Life program activities.
4. Be an effective listener and communicator. Act as an educational resource and provide referrals when appropriate.
5. Be present in the hall most evenings and weekends. Schedule one weekend off each month with AC.

#### PROGRAMMING ROLE:

1. Assist the AC with one of their collateral assignments.

### Additional Expectations:

\*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

\*Serve as a role model to other students.

\*SHCs are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Director of Residence Life, or Associate Dean of Students.

\*SHCs are expected to notify and/or obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

### Remuneration

\* SHCs receive a stipend equal to the standard room and board rate plus a furnished apartment.

*The Student Hall Coordinator position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume.*

# Student Hall Coordinator Application Process

Thank you for your interest in the Student Hall Coordinator position at Simpson. In this packet you will find our current job description, an application form, and three reference forms. The application process is as follows:

The re-application process to return as a Student Staff Member is as follows:

1. **APPLICATION** – You will need to submit a résumé and letter of application along with the actual application form. Your completed application packet is due on **Friday, January 18<sup>th</sup>, 2008**. Turn in your application packet in to the Student Development Office (BSC). Please feel free to turn your application in early.
2. **THREE REFERENCES** – References and contact information should simply be listed at the end of the résumé.
3. **INDIVIDUAL INTERVIEW** – Candidates will participate in a personal half-hour interview with Residence Life Staff members between *January 2<sup>1st</sup> and 28<sup>th</sup>*. You will sign up for this interview when you turn in your application.

Selection of Student Hall Coordinators will be announced by February 1<sup>st</sup>. All applicants will receive notice by mail at that time. If you have any questions, please contact Luke Behaunek, Area Coordinator (x1358).

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## Student Hall Coordinator Application

Please complete the following form carefully and thoroughly. Do not forget to attach your resume and letter of application. **Please print your information.** It will be used in assessing your qualifications for the Student Hall Coordinator position.

### I. PERSONAL DATA:

Name \_\_\_\_\_ Sex \_\_\_\_\_  
Last First Middle

Campus Address \_\_\_\_\_  
Hall & Room Extension Cell # Mailbox

Home Address \_\_\_\_\_  
Street City Zip Telephone

### II. EDUCATION:

Present Status: \_\_\_\_ 1<sup>st</sup> Year \_\_\_\_ 2<sup>nd</sup> Year \_\_\_\_ 3<sup>rd</sup> Year \_\_\_\_ 4<sup>th</sup> Year

# Semester hours completed at Simpson as of the end of the Fall 2007 semester \_\_\_\_\_

# Semester hours planned for Fall '08 term \_\_\_\_\_ Spring '09 term \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Major \_\_\_\_\_ Cum GPA \_\_\_\_\_ Last term GPA \_\_\_\_\_

Will you be interning, teaching, or involved in a clinical or special experience of any type next year? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### III. ADDITIONAL POSITIONS:

In the event that you are not selected to be one of the Student Hall Coordinators for the 2008-2009 academic year, would you be interested in returning to staff in another capacity? Yes \_\_\_\_ No \_\_\_\_ If yes, complete the following section:

(if interested in more than one, please rank accordingly)

\_\_\_\_\_ 2008-2009 PA

\_\_\_\_\_ 2008-2009 CA-Traditional Halls

Building preferences: \_\_\_\_\_

\_\_\_\_\_ 2008-2009 CA-Apartments

\_\_\_\_\_ 2008-2009 HA-Greek House

Greek Organization \_\_\_\_\_

### IV. QUESTIONS

On a separate sheet of paper, please type your answers to the following questions and attach them to the application.

1. Why is the area in which you were a staff member a better environment because you were a staff member?
2. What have you gained or learned about yourself from your experience as a staff member?
3. How do you view your role as the SHC in the traditional halls and residence life team?
4. How do you feel that you being in this position will benefit yourself, the residence life department, and most importantly, the residents?
5. What areas of the position do you feel are your strengths and how could you help the other staff members with these areas throughout training and the year?

### V. REFERENCES

Please list three references and their contact information at the end of your résumé. They will not be required to fill out a sheet to turn in, but it is important to establish professional contacts. Please alert all three that we may be contacting them for input.

\_\_\_\_\_

*The information supplied in this application is correct to the best of my knowledge. I have read the Student Hall Coordinator Job Description supplied with this application and agree to comply with all requirements should I be offered and select a Student Hall Coordinator 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.*

*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.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

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