



Park University Student Leader Application & Information Packet

(Conference Assistant, First Year Mentor, First Year Resident Assistant Mentor, and Resident Assistant)

January 23, 2011

Dear Applicant,

Thank you for your interest in the available student leader positions in this packet!! Each position outlined within this packet is a wonderful opportunity to make a lasting impact on current and future students, to be a role model, to be a servant to your fellow students, and to develop important leadership skills. Strong candidates will:

- Have high academic standards;
- Understand of the importance of student involvement in the college experience;
- Recognize that all areas of campus life provide educational opportunities;
- Be able to manage multiple tasks;
- Embrace diverse physical, ethnic, religious, and cultural groups;
- Be able to discuss and articulate ideas and listen to and appreciate the ideas of others;
- Assist students in fulfilling his or her potential without regard to stereotypes;
- Be a positive role model for staff and students;
- Recognize the needs and issues facing college students;
- Work collaboratively with other staff members;
- Provide monthly programming efforts that meet the developmental needs of the students;
- Deal positively with change; and,
- Generate ideas for program implementation.

All application materials must be completed and submitted by **February 10, 2011 at 4:30pm**. Please keep this packet for your reference. **Only complete applications will be considered and should include the completed application form, the short essay, and a current resume.** The application is available online [here](#). You will upload your application documents as a part of the application process so make sure everything is ready when you start the application.

If you need assistance creating a resume contact Career Development or search their department webpage for interviewing tips. If selected for an interview you will be contacted with interview instructions by **no later than February 17, 2011 and asked to confirm your interview by Monday, February 20. Interviews will be held Friday, February 24 with the first session starting at 1:30 pm.** Due to the nature of the interview process there will be no alternate interview opportunities. You will receive more information about the process if you receive an invitation to interview. A minimum of business casual attire is expected for the interviews.

Sincerely,



J.C. Stoner
Director of Residence Life
Park University



Jayme Uden
Assistant Dean of Student Life
Park University

Purpose:

The first year experience serves as the foundation for new students to develop through opportunities for social interaction, intellectual challenges, cultural exchanges, and service in the community. Residence Life is challenged to incorporate these same objectives into the daily life of the campus resident. *One of the goals of Residence Life and Student Life programming is to ensure our students develop a personal understanding of the Park University Mission, Vision, and Core Values, and that they are provided opportunities to develop into highly engaged citizens.* For this reason the Office of Student Life has chosen to create a broad based application process to select the best student leaders for its programs. The basic role of all student leaders is to support the mission of Park University and the mission and goals of each Student Life program through dedicated mentorship - maintaining a commitment to commonalities and differences, lifelong learning, and developing community among all peoples of the world.

STUDENT LIFE MISSION STATEMENT

The Student Life department supports and extends the mission of Park University by providing quality student service in creating an environment that promotes student success and personal growth.

RESIDENCE LIFE MISSION STATEMENT

The mission of the Residence Life Office and staff is to set the example of a well-rounded student through committed mentorship and to create a balanced, comfortable, and safe living environment that enables students to support and complete Park University's mission and vision.

FIRST YEAR EXPERIENCE MISSION STATEMENT

To assist new students as they join the Park University community preparing them to begin their academic careers by addressing a variety of academic and social needs with outcome-based programs.

Minimum Qualifications:

- Enrollment and successful completion of a minimum of 12 credit hours each semester.
- Maintaining a 2.75 cumulative grade point average, at the time of applying and throughout the duration of employment.
- Candidates must also be in good academic and co-curricular standing with the University throughout their time of employment.
- Candidates must also agree to a criminal background check.
- Two semesters of college experience prior to start date.
- Two semesters of community living experience prior to start date. (Required for residential positions only.)

How to Apply:

1. Prepare an updated resume and have it ready to upload when you apply. Your resume should be named *"Resume – Your First and Last Name – Your Student ID Number"*;
2. Prepare a **one page double-spaced essay** answering the following: Why is outside-the-classroom involvement important for college students? This includes formal activities, such as club participation and special event attendance; and informal involvement, such as interacting with faculty at a basketball game or dining in the cafeteria. Please title and save your document in the following format: *"Application Essay – Your First and Last Name – Your Student ID Number"*. This document should be ready to upload when you apply.
3. Visit the [online application](#) and complete the form and upload your resume and essay to the form.

Deadline for Applications:

Completed applications must be submitted by February 10 at 4:30pm. If selected for an interview you will be contacted with interview instructions by **no later than February 17 and asked to confirm your interview by Monday, February 20. Interviews will be held Friday, February 24 with the first session starting at 1:30 pm.**

All training sessions are required. There will be no attendance exceptions made for these workshops. Refer to the attached job description of the position for which you are applying for a full, detailed list of requirements.

Only complete applications will be considered.

Park University Job Description

JOB TITLE:	Summer Conference Assistant	REVISION DATE:	1/23/12
LOCATION:	Residence Life / Copley Quad and Chesnut Hall		
SUMMARY:	Summer Conference Assistants are often times the first person a guest comes in contact with while attending a conference or camp at Park University. A CAs primary responsibility is efficient and quality customer service to the summer guests. CAs are staff members of the Office of Student Life and Residence Life and are supervised directly by the Conference Specialist and Director of Residence Life.		
JOB TASKS:	(*Essential Tasks: Tasks for which job incumbent has primary responsibility: % of Time:		
<p>Conference Responsibilities</p> <ul style="list-style-type: none"> • Provide effective and quality customer service to all guests • Serve as a source of information concerning Park University and the Parkville community • Facilitate conference check-ins and check-outs • Participate in the Conference Training Program • Participate in inspecting rooms for damages and "lost and found" items • Communicate, role model, and consistently enforce handbook and conference policies • Report all emergencies and situations to campus security, conference specialist and conference director <p>Summer Camp Responsibilities</p> <ul style="list-style-type: none"> • Assist with camp setups and breakdowns • Promote camp activities and events • Participate in camp activities and provide assistance where needed as chaperon and counselor <p>Desk/Administration Responsibilities</p> <ul style="list-style-type: none"> • Complete room inventories and public area inventories for the hall • Construct and maintain hall bulletin boards, informational signs, and other decorations as directed • Work desk shifts in accordance to conference needs • Maintain computer database and assist with head count during meal times • Participate in pre- and post-conference key and ID inventories • Provide linen service and room setup to all conference guests • Assist with daily laundry service • Abide by all desk staff expectations <p>Duty Responsibilities</p> <ul style="list-style-type: none"> • Be on call as assigned in shifts from 5:30pm to 9am. Duty nights will be assigned at the beginning of the summer. • Be the first contact person in the event of a guest concern or emergency. • Complete at least three sets of rounds and be visible in the hall during duty coverage. 			
REPORTING RELATIONSHIPS:	Summer Conference Assistants report to the Conference Specialist.		
POSITION CHARACTERISTICS	<ul style="list-style-type: none"> • Position may require at various times physical exertion including, but not limited to: bending, lifting up to 50 lbs., walking, and climbing stairs. 		
JOB SPECIFICATIONS, QUALIFICATIONS, AND ABILITIES	<ul style="list-style-type: none"> • Must be available during the entire conference season. • Must take at least one class during the summer semester. 		

All Job Descriptions are subject to revision based upon the changing needs of the university.



Park University Job Description

JOB TITLE:	First Year Resident Experience (FYRE) Mentor	REVISION DATE:	1/22/12
LOCATION:	Residence Life/Student Life		
SUMMARY:	<p>The First Year Resident Experience (FYRE) Mentor is a unique position that serves as the primary staff for a collaborative First Year Experience and Residence Life program. FYRE Mentors will live and work with a group of freshman students in a Living Learning Community where all the students on his or her floor will also be in the same LE100 class. Community development and involvement will initially begin during Orientation and continue throughout the entire freshman year. FYRE mentors will assist in tying the classroom experiences of LE100 to real life experiences of the residential floor community. Additionally, FYRE mentors will role model appropriate academic and personal behavior while serving as a resource to the campus community. The FYRE mentor will also serve as a resource for retention assisting students by advising them through critical first year developmental issues and/or reporting “at risk” indicators to the Residence Life Coordinator and/or Assistant Dean of Student Life.</p>		
JOB TASKS:	*Essential Tasks: Tasks for which job incumbent has primary responsibility:		

Duties that fall within the scope of Residence Life:

- RAs collaboratively serve on a rotating duty schedule ensuring that there is always someone available to assist residents. Duty schedules for the entire semester will be set during Fall training and Spring training. Responsibilities associated with duty nights include:
 1. Being on call and available to residents from 5:00 PM to 8:00 AM the next morning (Sunday through Thursday) or 5:00 PM to 5:00 PM the next day (Friday and Saturday);
 2. Completing two rounds of the residential facilities where the RA will look for facility and maintenance issues, interacting with residents, responding to resident needs and concerns, confronting policy violations, and documenting everything at the end of each round; and,
 3. Responding to emergencies and crisis situations as they occur; and,
 4. Be in the residence halls for the duration of their duty hours except during meal hours.
- Unless prior approval is granted, all RA’s must be back in the residence halls every night by 3:00 AM.
- Attend weekly staff meetings with the entire Residence Life staff to share information and discuss outcomes and plans for achievement and advancement.
- Serve as a positive academic and personal role model.
- Act as a resource and direct students to appropriate offices for questions and concerns.
- Report maintenance issues in a timely and appropriate manner for quick and effective response.
- Attend Residence Hall Council meetings as often as determined by the entire Residence Life staff during RA training.
- Hold monthly floor meetings to disseminate important and pertinent information to the residential population.
- Plan, schedule, and provide, and assess two community programs that align with the Residence Life Learning Outcomes. Community programs must follow the guidelines outlined in training and the Resident Assistant Handbook.
- Design and display one new bulletin board per month that will inform and educate the residential population. Bulletin boards must follow the guidelines outlined in training and the Resident Assistant Handbook.
- Serve on Residence Life collateral committees as available and as needed.
- Assist with Resident Assistant selection during the spring semester.
- Work five hours per week at the Copley Quad front desk.
- Each RA will meet with each resident on his or her floor twice per semester by dates outlined by the Resident Assistant Handbook. An outline of topics to discuss at each of these individualized meetings will be provided.
- All staff is required to be available and on campus for RA Training, In-service, hall openings, and hall closing. These dates include, but are not limited to: May 9 – 11, August 1 – 14, December 3 – 11, 2011; and January 9 – 16 and May 5 – 13, 2010.

Duties within the scope of supervision for the First Year Experience:

- All first year mentors are **required** to be available and on campus for all training and preparation.
 - Training will occur Thursday, August 9 through Wednesday, August 15 9am – 5pm.
 - There might be some weekend and night commitments during these dates.
- Attend all required orientation events, including, not limited to:
 - Early Action Program Move-in Day and Program Start, August 16
 - Residence Hall Move-in Day, August 17
 - Parent Orientation, Opening Barbecue, and Social, August 18
 - Fall Orientation and Social, August 19
 - Fall Opening Convocation
 - Spring Orientation events
- Participate in other selected events from the Welcome Week schedule; to be a positive presence for the first year students. Coordinate special times to meet with your LE 100 section during some of the Welcome Week events.
- Collaborate with your assigned LE 100 Faculty Member to discuss the curriculum and expectations of the class. Assist with some of the LE 100 classes during the semester, and request the opportunity to meet with the LE 100 class during the regular class time – without the LE 100 Faculty Member present (to provide an opportunity for the students to openly share any issues they may be experiencing.) Discuss the plan for the day and gain the faculty member’s approval.
- Contact new students for follow up and confirmation via letter, phone, Facebook, and/or e-mail prior to their campus arrival.
- Meet with your assigned LE 100 Faculty the week of August 6
- Create door decorations and/or welcome gifts for all new students within your designated mentor group.
- Conduct two (2) Community Builder programs during the first six weeks of the semester with the mentor group.
- Meet one-on-one with each member of your mentor group a minimum of one time during the first eight weeks of the semester.
- Meet one-on-one with the Assistant Dean of Student Life no later than the Fridays before November 1st of the Fall semester.

REPORTING RELATIONSHIPS:	FYRE mentors will work collaboratively with the Residence Life and First Year Experience programs. FYRE mentors report to the Resident Director of Copley Quad and Assistant Dean of Student Life.
POSITION CHARACTERISTICS:	<ul style="list-style-type: none"> • Position may require at various times physical exertion including, but not limited to: bending, lifting up to 50 lbs., walking, and climbing stairs.
JOB SPECIFICATIONS, QUALIFICATIONS, AND ABILITIES	<ul style="list-style-type: none"> • Enrollment and successful completion of a minimum of 12 credit hours each semester. • Maintaining a 2.75 cumulative grade point average, at the time of applying and throughout the duration of employment. • FAM candidates must also be in good academic and judicial standing with the University throughout their time of employment. • Candidates must also agree to a criminal background check. • Two semesters of college experience prior to start date. • At least one semester of community living prior to start date. • May only hold campus work study positions, internships, practical experiences, and student teaching positions with prior approval. Anticipated positions must be approved prior to the start of employment. • Other regular employment off campus will NOT be allowed without prior approval by the Director of Residence Life and with a limit of 15 hours/week. • Resident Assistants traveling abroad over break periods will need to be back in Parkville no later than one week before scheduled training is scheduled to start.

All Job Descriptions are subject to revision based upon the changing needs of the university.



Park University Job Description

JOB TITLE:	First Year Experience (FYE) Mentor	REVISION DATE:	1/22/12
LOCATION:	Student Life		
SUMMARY:	<p>The First Year Experience (FYE) Mentor serves as the primary staff for the First Year Experience program. Mentors are assigned a group of first time freshman students in based on their assigned LE100 section. Community development and involvement will initially begin during Orientation and continue throughout the entire first year. Mentors will assist in tying the classroom experiences of LE100 to real life experiences of the community. Additionally, mentors will role model appropriate academic and personal behavior while serving as a resource to the campus community. The mentors will also serve as a resource for retention assisting students by advising them through critical first year developmental issues and/or reporting “at risk” indicators to the Assistant Dean of Student Life.</p>		
JOB TASKS:	<p>*Essential Tasks: Tasks for which job incumbent has primary responsibility:</p> <ul style="list-style-type: none"> • All first year mentors are required to be available and on campus for all training and preparation. <ul style="list-style-type: none"> • Training will occur Thursday, August 9 through Wednesday, August 15 9am – 5pm. • There might be some weekend and night commitments during these dates. • Attend all required orientation events, including, not limited to: <ul style="list-style-type: none"> • Early Action Program Move-in Day and Program Start, August 16 • Residence Hall Move-in Day, August 17 • Parent Orientation, Opening Barbecue, and Social, August 18 • Fall Orientation and Social, August 19 • Fall Opening Convocation • Spring Orientation events • Participate in other selected events from the Welcome Week schedule; to be a positive presence for the first year students. Coordinate special times to meet with your LE 100 section during some of the Welcome Week events. • Collaborate with your assigned LE 100 Faculty Member to discuss the curriculum and expectations of the class. Assist with some of the LE 100 classes during the semester, and request the opportunity to meet with the LE 100 class during the regular class time – without the LE 100 Faculty Member present (to provide an opportunity for the students to openly share any issues they may be experiencing.) Discuss the plan for the day and gain the faculty member’s approval. • Contact new students for follow up and confirmation via letter, phone, Facebook, and/or e-mail prior to their campus arrival. • Meet with your assigned LE 100 Faculty the week of August 6 • Create door decorations and/or welcome gifts for all new students within your designated mentor group. • Conduct two (2) Community Builder programs during the first six weeks of the semester with the mentor group. • Meet one-on-one with each member of your mentor group a minimum of one time during the first eight weeks of the semester. • Meet one-on-one with the Assistant Dean of Student Life no later than the Fridays before November 1st of the Fall semester. 		
REPORTING RELATIONSHIPS:	FYE mentors report to the Assistant Dean of Student Life. The reporting structure also includes the Dean of Student Life, the Coordinator for Student Leadership and Engagement, and/or the Student Programs Specialist.		
POSITION CHARACTERISTICS:	Position may require at various times physical exertion including, but not limited to: bending, lifting up to 50 lbs., walking, and climbing stairs.		

JOB SPECIFICATIONS, QUALIFICATIONS, AND ABILITIES	<ul style="list-style-type: none">• Enrollment and successful completion of a minimum of 12 credit hours each semester.• Maintaining a 2.75 cumulative grade point average, at the time of applying and throughout the duration of employment.• Mentor candidates must also be in good academic and judicial standing with the University throughout their time of employment.• Candidates must also agree to a criminal background check.• Two semesters of college experience prior to start date.• May only hold campus work study positions, internships, practical experiences, student teaching positions and other regular off campus employment with prior approval. Anticipated positions must be approved prior to the start of employment.
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Park University Job Description

JOB TITLE:	Resident Assistant	REVISION DATE:	1/22/12
LOCATION:	Residence Life / Copley Quad and Chesnut Hall		
SUMMARY:	A Resident Assistant (RA) serves as the primary contact and resource for a group of students who live on his or her floor while promoting community involvement on the Park University campus. Additionally, RAs will role model appropriate academic and personal behavior while serving as a resource to the residential community.		
JOB TASKS:	(*Essential Tasks: Tasks for which job incumbent has primary responsibility		
	<ul style="list-style-type: none"> • RAs collaboratively serve on a rotating duty schedule ensuring that there is always someone available to assist residents. Duty schedules for the entire semester will be set during Fall training and Spring training. Responsibilities associated with duty nights include: <ol style="list-style-type: none"> 1. Being on call and available to residents from 5:00 PM to 8:00 AM the next morning (Sunday through Thursday) or 5:00 PM to 5:00 PM the next day (Friday and Saturday); 2. Completing two rounds of the residential facilities where the RA will look for facility and maintenance issues, interacting with residents, responding to resident needs and concerns, confronting policy violations, and documenting everything at the end of each round; and, 3. Responding to emergencies and crisis situations as they occur; and, 4. Be in the residence halls for the duration of their duty hours except during meal hours. • Unless prior approval is granted, all RA's must be back in the residence halls every night by 3:00 AM. • Attend weekly staff meetings with the entire Residence Life staff to share information and discuss outcomes and plans for achievement and advancement. • Serve as a positive academic and personal role model. • Act as a resource and direct students to appropriate offices for questions and concerns. • Report maintenance issues in a timely and appropriate manner for quick and effective response. • Attend Residence Hall Council meetings as often as determined by the entire Residence Life staff during RA training. • Hold monthly floor meetings to disseminate important and pertinent information to the residential population. • Plan, schedule, provide, and assess two community programs that align with the Residence Life Learning Outcomes. Community programs must follow the guidelines outlined in training and the Resident Assistant Handbook. • Design and display one new bulletin board per month that will inform and educate the residential population. Bulletin boards must follow the guidelines outlined in training and the Resident Assistant Handbook. • Serve on Residence Life collateral committees as needed. • Assist with Resident Assistant selection during the spring semester. • Work five hours per week at the Copley Quad or Chesnut Hall front desk. • Each RA will meet with each resident on his or her floor twice per semester by dates outlined by the Resident Assistant Handbook. An outline of topics to discuss at each of these individualized meetings will be provided. • All staff is required to be available and on campus for RA Training, In-service, hall openings, and hall closing. These dates include, but are not limited to: May 9 – 11, August 1 – 14, December 3 – 11, 2011; and January 9 – 16 and May 5 – 13, 2010. 		
REPORTING RELATIONSHIPS:	Resident Assistants report to the Resident Director of Copley Quad and the Resident Director of Chesnut Hall.		

POSITION CHARACTERISTICS:	Position may require at various times physical exertion including, but not limited to: bending, lifting up to 50 lbs., walking, and climbing stairs.
JOB SPECIFICATIONS, QUALIFICATIONS, AND ABILITIES	<ul style="list-style-type: none"> • Enrollment and successful completion of a minimum of 12 credit hours each semester. • Maintaining a 2.75 cumulative grade point average, at the time of applying and throughout the duration of employment. • RA candidates must also be in good academic and judicial standing with the University throughout their time of employment. • Candidates must also agree to a criminal background check. • Two semesters of college experience prior to start date. • At least one semester of community living prior to start date. • May only hold campus work study positions, internships, practical experiences, and student teaching positions with prior approval. Anticipated positions must be approved prior to the start of employment. • Other regular employment off campus will NOT be allowed without prior approval by the Director of Residence Life and with a limit of 15 hours/week. • Resident Assistants traveling abroad over break periods will need to be back in Parkville no later than one week before training is scheduled to start.

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