

Resident Counselor Staff- Summer Session 2012

Information & Application Packet

Thank you for expressing interest in the Resident Counselor position at University of North Carolina School of the Arts for the summer of 2012. The Resident Counselor is a temporary part-time summer staff member of the Residence Life Programs and Housing department of UNCSA. They are responsible for the general supervision and management of a residential area housing 16-40 junior high and high school students. The Resident Counselor position is a 5 or 6-week, live-in position beginning June 19, 2012 and ending on July 28, 2012. Some RC's will only be employed from June 19, 2012 to July 14, 2012 if they are working for 5 weeks. The RC selection committee will inform you of how many weeks you will be employed based on the needs of summer.

Please read the following information and submit the required information (listed below) by 5 p.m. on February 24, 2012

Specific responsibilities include:

- Create a positive living community on your floor
- Advise students with personal and art concerns
- Report all concerns about the upkeep/maintenance of a building
- Enforce school regulations and residential policies
- Participate in all staff training and development activities
- Being present on the floor for curfew each evening
- Attend all weekly meetings, and work all assigned desk shifts
- Other duties as assigned
- *Nights off are only granted for emergency or special circumstances.*

Qualifications:

- High School diploma or G.E.D. equivalence
- Candidates for this position must have an interest in working with junior high and high school students.
- Candidates with previous residence hall experience are preferred.

Compensation:

- Stipend:

# of Years as RC	Amount per week	5 Weeks	6 Weeks
1 st Year RC	225	1125	1350
2 nd Year RC	275	1375	1650
3 rd Year RC	325	1625	1950

- Housing (private residence hall room, community restroom on each floor)
- Full meal plan allowance

Application Process:

A complete application must be received by 5:00 p.m., February 24, 2012 in the Residence Life Programs and Housing office (Summer Session RC Hiring, Office of Residence Life Programs and Housing, 1533 S. Main Street, Winston-Salem, NC 27127) or emailed to residence life at hsrl@uncsa.edu.

Interviews will be scheduled by the search committee. Interviews may not be conducted for former Resident Counselor staff.

A complete application will contain the following:

- Residence Counselor Application
- A letter of interest (Please see instructions attached to application)
- 2 recommendation sheets (Attached to application)
- A current resume, including previous residence life experience, extracurricular activities, organizations you have been involved in, and any relevant supervisory roles you have had.

Resident Counselor- Summer Session 2012 Application

Applications Due: Friday, February 24, 2012 by 5:00p.m.

Return to: the Office of Residence Life Programs and Housing

or

Email: hsrl@unca.edu

Please Print

Name <i>Last:</i> _____ <i>First:</i> _____ <i>Middle:</i> _____		
Current Mailing Address:		
City: _____	State: _____	Zip: _____
Contact Phone Number: _____	E-mail: _____	
Permanent Mailing Address (If different than current):		
City: _____	State: _____	Zip: _____
Highest level of education received: _____	Major/Degree Earned: _____	
Emergency Contact: _____	Emergency Contact Phone Number: _____	
Emergency Contact Relationship to you: _____		
Have you ever been suspended and/or dismissed from a high school or college for disciplinary reasons? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes please state the reason why.		
T-Shirt Size: <input type="checkbox"/> XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL		
Special Dietary Needs or Allergies (for meal planning purposes): _____		

If you are applying for both Resident Counselor and Summer Events Staff which would you prefer?

Resident Counselor

Summer Events Staff

Would you prefer to work five weeks or six weeks? _____

Have you ever lived in a residential setting before? If yes, in what capacity?

Resident Counselor Staff- Summer Session 2012

Letter of Interest

The Resident Counselor position is an important part of the Summer Residence Life program. They are the primary caretakers for the group of 7th-12th grade students assigned to their care for the summer session. Resident Counselors must be responsible, respected, excellent role models and have good time management and interpersonal skills. As well as role modeling, Resident Counselors provide social programming for their community and are responsible for decorating and preparing the halls for the students' arrivals and for designing informative and entertaining bulletin boards during the summer session. In addition Resident Counselors work office shifts in which they are responsible for answering phones, providing excellent customer service for students, parents and visitors, signing student's permission forms for leaving campus and various other administrative tasks.

Please type a Letter of Interest that demonstrates your understanding of the Resident Counselor position, including but not limited to:

1. Why are you interested in being a Resident Counselor?
2. Describe your ability to work on a team and what role you tend to play on a team.
3. Describe an experience or situation that demonstrates your ability to be an effective Resident Counselor. What specific skills did you demonstrate?
4. Describe your approach with confrontation and policy enforcement.
5. Describe how you would build community in your assigned residential area.
6. If you have previously been a Resident Counselor, tell us why you feel you should be on the 2012 Summer Resident Counselor team.

Resident Counselor Staff- Summer Session 2012

Applicant Reference Form

Name of Applicant:	
Name of Person Providing Reference:	
Position/Title:	
Address:	Contact Phone:
Email Address:	
Relationship to Applicant*:	
How long have you known this applicant?	

TO THE REFERENCE: Your name has been given as a reference for the applicant listed above, who is applying for a 2012 UNCOSA Summer Resident Counselor position. The Resident Counselor position works closely with young artist ranging from 7th to 12th grade. The Resident Counselor will be their mentor for five weeks and will reside on the same floor as the students. We appreciate your assistance in completing both the rating and statement sections below, evaluating the applicant's attitude and general suitability for employment as a Resident Counselor. This evaluation will become a permanent part of the applicant's application file, which is made available to members of the Selection Committee and the professional staff in the Office of Residence Life Programs and Housing.

Please rate the applicant on the following characteristics based on the scale provided below:

5=excellent 4=above average 3=average 2=below average 1=poor N/A=not applicable

- Time Management
- Effective communication skills
- Potential for leadership development
- Ability to work effectively with others (including faculty, staff, and students)
- Awareness of and support for diversity
- Ability to meet commitments/follow-through on projects
- Effective interpersonal skills
- Ability to fulfill administrative tasks

STATEMENT: *(Please elaborate on the above information and comment on any other appropriate qualities that you feel will help the committee in evaluation of the applicant for the Resident Counselor position).*

Please return this Reference Form to the Resident Counselor candidate in a sealed envelope with your signature across the seal, or feel free to e-mail or fax this form to the Office of Residence Life Programs and Housing.

If sent via e-mail, this form must be sent from the reference's e-mail address.

Fax: 336.631.1555 or hsrl@uncsa.edu

**References are due to the Office of Residence Life Programs and Housing by
5:00 p.m. on Friday, February 24, 2012**

Resident Counselor Staff- Summer Session 2012

Applicant Reference Form

Name of Applicant:	
Name of Person Providing Reference:	
Position/Title:	
Address:	Contact Phone:
Email Address:	
Relationship to Applicant*:	
How long have you known this applicant?	

TO THE REFERENCE: Your name has been given as a reference for the applicant listed above, who is applying for a 2012 UNCOSA Summer Resident Counselor position. The Resident Counselor position works closely with young artist ranging from 7th to 12th grade. The Resident Counselor will be their mentor for five weeks and will reside on the same floor as the students. We appreciate your assistance in completing both the rating and statement sections below, evaluating the applicant's attitude and general suitability for employment as a Resident Counselor. This evaluation will become a permanent part of the applicant's application file, which is made available to members of the Selection Committee and the professional staff in the Office of Residence Life Programs and Housing.

Please rate the applicant on the following characteristics based on the scale provided below:

5=excellent 4=above average 3=average 2=below average 1=poor N/A=not applicable

- _____ Time Management
- _____ Effective communication skills
- _____ Potential for leadership development
- _____ Ability to work effectively with others (including faculty, staff, and students)
- _____ Awareness of and support for diversity
- _____ Ability to meet commitments/follow-through on projects
- _____ Effective interpersonal skills
- _____ Ability to fulfill administrative tasks

STATEMENT: *(Please elaborate on the above information and comment on any other appropriate qualities that you feel will help the committee in evaluation of the applicant for the Resident Counselor position).*

Please return this Reference Form to the Resident Counselor candidate in a sealed envelope with your signature across the seal, or feel free to e-mail or fax this form to the Office of Residence Life Programs and Housing.

If sent via e-mail, this form must be sent from the reference's e-mail address.

Fax: 336.631.1555 or hsrl@uncsa.edu

**References are due to the Office of Residence Life Programs and Housing by
5:00 p.m. on Friday, February 24, 2012**