Returning Resident Assistant, Returning Academic Mentor, and Student Coordinator

Application Packet
2019 – 2020 Academic Year

All questions should be directed to: ResEd@csusb.edu
# Student Leader Selection Process 2019 – 2020 Timeline

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>January 1, 2019</td>
<td>Application Goes Live!</td>
<td>Housing Website</td>
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<tr>
<td>January 7, 2019 7:00pm</td>
<td>Student Leader Information Session</td>
<td>Coyote Village Multi Purpose Room</td>
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<td>January 8, 2019 1:00pm</td>
<td>Student Leader Information Session</td>
<td>Pfau Library 204</td>
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<tr>
<td>January 9, 2019 7:00pm</td>
<td>Student Leader Information Session</td>
<td>Village Square</td>
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<tr>
<td>January 10, 2019 11:00am</td>
<td>Student Leader Information Session</td>
<td>Pfau Library 204</td>
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<tr>
<td>January 11, 2019 4:00pm</td>
<td>Student Leader Information Session</td>
<td>University Village Multi Purpose Room</td>
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<tr>
<td>January 21, 2019 11:59pm</td>
<td>Application Deadline</td>
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<tr>
<td>February 6, 2019 4:00pm - 5:45pm OR 6:00pm - 7:45pm</td>
<td>Poster Session Presentation</td>
<td>Coyote Village Multi Purpose Room</td>
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<tr>
<td>February 11 - 15th, 2019</td>
<td>Individual Interviews (45 min. each)</td>
<td>Via Email/SignUp Genius</td>
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<tr>
<td>March 8, 2019</td>
<td>Notification of Status (Selected, Alternate, Not Selected)</td>
<td>Via Email</td>
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<td>March 15th, 2019 5:00pm</td>
<td>Selected Candidates Acceptance Due</td>
<td>Via Email</td>
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<tr>
<td>April 12 - May 6, 2019 Mondays 4 - 5:30pm OR Fridays 3 - 4:30pm</td>
<td>Spring Leader Development <em>All newly hired Student Coordinators must attend either the Monday or Friday sessions</em></td>
<td>Locations TBD</td>
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<tr>
<td>May 10, 2019 5:30pm - 6:30pm</td>
<td>All Hired Staff: Welcome and Placement</td>
<td>Location TBD</td>
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Student Leader Selection Process
Overview of the Application & Process

Returning Resident Assistant Applicant:
POSITION DESCRIPTION LINK
A Returning Resident Assistant (RRA) Applicant is someone who has served in the capacity of an RA during their time at CSU, San Bernardino. Applicants who have been RA’s or have served in similar roles at other institutions are still considered New RA’s for our application and selection purposes and should apply through the New RA Selection Process.

As a candidate, you will participate in various processes for the selection committee and professional staff to better understand your leadership experiences, potential, and how you can develop within and contribute to the on-campus experience of residents.

Application Components: RRA Application, At least one Recommendation (from someone who can speak to your leadership potential, Resume submission, Poster Session Presentation, Individual Interview)

Returning Academic Mentor Applicant:
POSITION DESCRIPTION LINK
A Returning Academic Mentor (RAM) is someone who has served in the capacity as an AM in DHRE during their time at CSU, San Bernardino. Applicants who have served in similar peer mentor positions either at CSU or outside of CSUSB are still considered new applicants for our application and selection purposes and should apply through the New AM Selection Process.

As a candidate, you will participate in various processes for the selection committee and professional staff to better understand your leadership experiences, potential, and how you can develop within and contribute to the on-campus experience of residents.

Application Components: RAM Application, At least one Recommendation (from someone who can speak to your leadership potential, Resume submission, Poster Session Presentation, Individual Interview)

Student Coordinator Applicant: POSITION DESCRIPTIONS BELOW
HALL COORDINATOR
PROGRAM COORDINATOR
A Student Coordinator (Hall Coordinator and Program Coordinator) is an advanced leadership role with paraprofessional responsibilities including supervision, mentoring, and leadership.

As a candidate, you will participate in various processes for the selection committee and professional staff to better understand your leadership experiences, potential, and how you can develop within and contribute to the on-campus experience of residents.

Application Components: SC/Returning SC Application, At least one Recommendation (from someone who can speak to your leadership potential, Resume submission, Poster Session Presentation, Individual Interview)
Application Information

Returning Resident Assistant, Returning Academic Mentor, and Student Coordinator (new and returning) applications can be found at the following link beginning January 1, 2019 at 8:00am: https://www.csusb.edu/housing/life-campus/student-leader-opportunities

In preparation of the application, please be prepared to submit and upload all of the following materials:

- Answers to all applications questions (please see below)
- At least one recommendation (from someone who can speak to your leadership potential - May NOT be a DHRE Professional Staff Member). Please send your preferred contact the recommendation link below in order for them to complete: DHRE Student Leader Recommendation Form
- On the application, you are only required to list their contact information; however, it is your responsibility to send them the above link!
  - If you are applying for multiple positions, you do not need to send multiple recommendations.
- Resume: A resume is required for completion of the application. Please see pages below for assistance with creating a professional resume.

All application material, including a fully submitted recommendation must be complete by the application deadline of January 21, 2019 at 11:59pm. Incomplete applications will not be considered.
The following two questions must be answered for the RRA, RAM, and SC positions:

- Please describe an area (program, initiative, etc.) of Housing & Residential Education or a policy that you do not understand or you feel could improve. How could you engage in/improve this? (Please do not discuss the meal plan and Coyote Commons, as this is a part of Dining Services, not DHRE)

- The following are the core values of DHRE. Please select one value and share why that value is important to you and how you believe you practiced this value during your current/previous role as a student leader: Care, Empowerment, Leadership, Transformation, Excellence, Transparency, Stewardship, Service, Student Learning, Engagement and Success, Diversity and Inclusivity, Sustainable Living, Safety and Security, Professional Development.
Supplemental Application Questions

Please answer the questions which pertain to the position(s) you are applying for.

**Returning Resident Assistant**
- Why are you interested in returning to the Resident Assistant position; how have you contributed to the residential experience (your community, village, DHRE, CSUSB, etc.)? What areas do you feel you can further develop as a student leader?

- What do you believe you can bring to the Returning Resident Assistant role beyond what is listed in the position description?

**Returning Academic Mentor**
- What steps did you take this year to develop mentor/mentee relationships with residents and how would you apply what you have learned from your mentor meetings this year to your work as an Academic Mentor next year?

- Describe an unexpected challenge you faced in your Academic Mentor role. How did you overcome that challenge and how will your support new Academic Mentors facing similar challenges next year?

**Student Coordinator (Hall Coordinator and Program Coordinator)**
- Please explain which Student Coordinator role(s) you are interested in and why, as well as how your past experiences would contribute to you being an effective Student Coordinator.

- There are many expectations of the Student Coordinator roles such as supervision and leadership of staff, administrative work, staff/community development, programming, increased crisis response, etc. Please share an expectation that you believe you would excel at and why, as well as an expectation that would be challenging for you and why.
Once your application material is submitted, the Residential Education Professional Staff will review and evaluate all material. If you are selected to move forward to the Poster Presentation/Individual Interview stage of the process, you will be contacted via your Coyote email with information related to picking up your poster-board and preparing for the presentation/interview.

For all positions you are selected to move forward in, please utilize the poster-board to respond to the prompts below. If you are applying for multiple positions, your one (1) board should cover all prompts below for said positions. The poster-presentation session is an opportunity for you to share your experiences related to being a Student Leader in DHRE and/or on-campus. Several campus partners may also be invited to this session to better understand the experiences and leadership of our department.

**Poster Presentation Prompts**

All applicants must respond to the below prompt:

- Share one impactful experience within your leadership role(s) this past year: How was it impactful? How did you learn or grow from this experience?

Returning Resident Assistant Prompt:

- In helping to build a strong sense of team, confidence and community in each Village, you will play a role in working with new Resident Assistants transitioning, Professional Staff and Student Coordinators leading new teams, and supporting your fellow returners to support the Housing family. Please address the following challenges that you could encounter and how you would approach them as a Returning Resident Assistant:

  - You notice that several new Resident Assistants are not understanding the serious nature of the position, from the necessary time management needed to complete administrative tasks, to setting a balanced tone for their community. What would you do?
  - You notice that the team is not connecting as well to the professional staff and student coordinators. How would you approach your leadership team and how would you approach what you are seeing with your peers?

Returning Academic Mentor Prompt:

- Please provide an example of a programming series that you would be excited to create as an Academic Mentor: How does your series align with the “Educating the Pack” programming model? What population would this series serve? How would you encourage students to attend/engage?

Hall Coordinator Prompt (New and Returning Applicants):

- A Resident Assistant shared in a one on one meeting that they are frustrated with a departmental decision and they don’t understand why it was made. While you don’t share your thoughts with the Resident Assistant, you are also frustrated and don’t fully understand the reasons for the decision.

  - What are actions you could take to support your Resident Assistant while also supporting your department?
  - What are some steps you could take as a leader in DHRE to address your frustrations and/or gain understanding of why the decision was made?

Program Coordinator Prompt (New and Returning Applicants):

- Thinking about our student population, what do you see the as the most significant needs of our residential students? How could programming be used to effectively address the resident needs you identified, and how might you determine if the programming met resident needs?
Resume Building Tools & Resources

The CSU, San Bernardino Career Center is a great resource to help with Student Leadership position applications and resume building! A professional resume/curriculum vitae (CV) is an important aspect of any application and gives potential employers/supervisors a quick snapshot of all of your experiences. The Career Center has provided the tools and resources below to assist in this process.

CSUSB Career Center  
www.csusb.edu/career-center

San Bernardino Campus  
Location: University Hall 329  
Phone: (909) 537-5250  
Hours: Monday - Friday, 8:00am - 5:00pm

Palm Desert Campus  
Location: Indian Wells Center 102  
Phone: (909) 537-8236  
Hours: Monday - Friday, 8:00am - 5:00pm

Resources and Resume Examples

How to Search for Resources via Handshake | Quick Link

CSUSB Career Center Online Career Development Resources for Students & Alumni

Example: Chronological Resume

Example: Functional Resume

Example: Combination Resume