
Emory University • Department of Residence Life & Housing

Residence Hall Director Fellow Application Packet

DUC/Drawer B • Alabama Hall • Atlanta, Georgia, 30322 • 404-727-4144

<http://emory.edu/HOUSING/JOBS>



Residence Life & Housing Mission Statement

As a department within the Division of Campus Life at Emory University:

"We are a student-focused resource committed to innovation, education, and development in a diverse community comprised of exemplary staff, facilities, programs and services."

Residence Hall Director (RHD)-Fellow Position Description

Residence Hall Directors - Fellow:

The **Residence Hall Director (RHD)-Fellow** assists individual residents in developing their personal, academic, and social skills through programming efforts, role modeling, acting as a resource and referral agent, and developing a community conducive to living and learning within the residence hall. RHD-Fellows are responsible for the selection, training, supervision and evaluation of 5-24 Resident Advisors and/or Sophomore Advisors in their respective halls. In addition, the RHD Fellow acts as the advisor to the Residence Hall Association (RHA) in his/her hall. RHD-Fellows report directly to the Area Director and assist in promoting the concept of community within their residence hall through staff development, training, programming, and administrative functions.

Fellows will work 20 hours a week as an RHD for Residence Life & Housing and serve in another Campus Life or University department for approximately 20 hours per week as a fellow. Positions are available in Residence Life, Office of University Conferences, Student Health Education, Office of Undergraduate Education, Volunteer Emory and Emory Alumni Office.

Compensation

Currently, the compensation and benefits package for the RHD Fellow position includes the following:

- Salary of \$15,000 (10 month contract)
 - Furnished apartment with utilities, local phone, internet access and cable
 - Opportunities for summer employment
 - Vacation time of two weeks during the winter break holiday period;
 - University benefits, including, health, dental and vision.
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Eligibility Requirements for RHD - Fellow

All applicants must be graduating seniors of Emory University, and may not be enrolled as a full-time student in a graduate program during 2012- 2013. Fellows may take a class with supervisor approval.

Preference for RHD Fellow positions will be given to applicants with experience as a RA and/or with a Residence Hall Association (RHA). Other undergraduate experience or involvement with programming and student groups may be sufficient.

Fall Training

All candidates who are selected for the RHD Fellow position are required to attend fall staff training prior to the opening of school in August. This year's training is set to begin on Wednesday, August 1, 2012 and will continue through Monday, August 13, 2012. RHD's will assist and must attend SRA, RA and SA training, which will extend from August 9, 2012 to August 24, 2012. RHD's can move into their apartments as early as July 27, 2012.

The Selection Process

Priority consideration will be given to all applicants who have a completed application file by **February 20, 2012**.

Selection decisions are based on the written application packet and individual interviews. Candidates who are invited to interview will meet with current Residence Life staff members. All interviews will be conducted on **February 22-27, 2012**. Please mark those dates to facilitate the scheduling process should you be offered an interview.

After the initial interview process is complete, all remaining applicants will review one-page descriptions provided by departments interested in having a fellow (including an objective for the fellow, description of 20 hour workload, expectations of the fellow) and interview with the departments of their choice.

The applicants will meet with the department contact of their preferred fellowship placements between **March 1 – March 23, 2012**. After the departmental interviews both candidates and offices will submit top three preferences to the Fellow Selection Committee. Selections will be made by the Fellow Selection Committee. It is the responsibility of this committee to match candidates with appropriate experiences and personal strengths with a position.

Decisions will be made and communicated to applicants on or before **April 2, 2012**.

Application Checklist

Please make sure that you have completed the following when submitting your application. You will not be considered as a candidate, or be invited to interview unless you have completed the following checklist:

- Completed and submitted the *Residence Hall Director Fellow Application* to the Department of Residence Life & Housing;
- Attached responses to the questions listed in the "Narrative Section" of the *Application*;
- Mailed two reference letters to the Department of Residence Life & Housing;
- Mailed an undergraduate transcript along with the application and;
- Attached a resume and cover letter to the *Residence Hall Director Fellow Application*.

Still Have Questions?

Contact Kayla Hamilton at (404) 727-4265 or kayla.hamilton@emory.edu with any questions concerning the RHD – Fellow position or selection process. The Committee looks forward to receiving your application!



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2012-2013 Residence Hall Director-Fellow Application**

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Please type or print in Black Ink

Personal Data:

Full Name: _____ Preferred Name: _____
(Last, First, Middle)

E-mail Address: _____ Gender: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: (Home) _____ (Work) _____

Educational Data:

Cumulative Undergraduate GPA: _____ Degree attained (BA/BS/etc): _____

Major Field of Study: _____ Minor/Concentration (if applicable): _____

Position Preferences:

Check all that apply:

_____ First Year Building _____ Sophomore Building

_____ Apartments _____ Clairmont Campus

The following buildings will be staffed with RHD Fellows

- Dobbs
- Complex
- Turman
- Clifton Tower
- Clairmont Tower
- Hamilton-Holmes
- Alabama/McTyeire
- Harris
- URC at Clairmont Campus

Narrative Section:

Please answer the following questions thoroughly and concisely on separate sheets of paper. Type the question, and then follow with your response to that question. Return your responses with this application.

1. What motivates you to apply for the RHD Fellow position at Emory University and how will this prepare you for achieving your professional career goals?
 2. What Residence Life and/or Student Life experiences most prepared you for this position and why?
 3. Describe your leadership, supervisory, and/or advisory style(s).
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Legal Information:

Have you ever been convicted of a criminal offense, other than a minor traffic violation?
(Circle one) **Yes** **No** *(If yes, please explain fully on an additional sheet of paper.)*

Are there any criminal charges pending against you at this time? (Circle one) **Yes** **No**
(If yes, please explain fully on an additional sheet of paper)

FERPA:

The Family Education Rights and Privacy Act of 1974 (**FERPA**) gives students the right to inspect and review their confidential folders unless that right is waived. In accordance with the law, all applicants must indicate whether or not they voluntarily relinquish their rights to view confidential letters of recommendation that are part of the application process. This choice will not affect your candidacy in any way. The waiver pertains only to your rights to review your application file after the hiring process is concluded. Please read the following statements carefully and check the appropriate box.

"I have read the above statement and:

_____ I hereby waive the rights of access to my confidential file." (You may still have a member of our staff review the information in the file with you, excluding confidential letters of recommendation.)

_____ I do not waive the rights of access to my confidential file." (You are permitted to personally review your entire file in the presence of a member of our staff.)

Signature: _____

Date: ____/____/____

References:

Please list the two individuals that will return reference letters on your behalf.

1. Name: _____
Position/Title: _____
Telephone Number: _____
Relationship: _____



2. Name: _____
Position/Title: _____
Telephone Number: _____
Relationship: _____

Application File Completion:

February 20, 2012 is the priority deadline for applicants. RHD Interviews take place on February 22 - 27, 2012. Department Interviews will occur from March 1 - March 23, 2012.

Please make sure that you have completed the following. You will not be considered as a candidate, or be invited to interview unless you have.....

- Completed and mailed the *Residence Hall Director-Fellow Application* with the Department of Residence Life & Housing;
- Attached responses to the questions listed in the "Narrative Section" of the *Application*;
- Mailed two reference letters to the address below;
- Mailed an official undergraduate transcript along with the application; and
- Attached a resume and cover letter to the *Residence Hall Director-Fellow Application*.

I understand that my signature on this application form certifies that all information is correct to the best of my knowledge. I understand that this form will be used solely for RHD-Fellow interviews. I understand that this form is part of the RHD-Fellow interview process and will become the property of Emory University. This application is due Friday, February 20, 2012 in the Office of Residence Life.

Signature

Date

Please return your application package to...

Kayla Hamilton
Associate Director
Dept. of Residence Life & Housing
Alabama Hall / DUC/Drawer B
Emory University
Atlanta, GA 30322
{e-mail} kayla.hamilton@emory.edu
{phone} 404-727-4265
{Fax} 404-727-4774

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