



**Residence Life
& Housing**

Pre-College Program
Residence Hall Director Application
Summer 2012

The Pre-College Residence Hall Director is responsible for the supervision of the Pre-College program RAs and their associated programs and services. The RHD will also share in the administration of the Pre-College housing program and its operations.

Completed applications are due by **5:00 pm on Friday, January 27th**, to the Office of Residence Life, located in Alabama Hall. Applications must include a resume and at least two recommendations from your references.

If you have any questions, please contact:
Ben Perlman
Area Director, Residence Life & Housing
404.727.5870
ben.perlman@emory.edu

Emory University
Office of Residence Life & Housing
Alabama Hall



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Pre-College Program
Residence Hall Director Application
Summer 2012

Name: _____ Emory P. O. Box #: _____

Campus Address: _____ Current Phone #: _____

Permanent
Address: _____ Permanent Phone #: _____

Email Address: _____ Emory ID #: _____

Driver's License # and State: _____

(NOTE: all Pre-College employees must be cleared to drive by the Office of Risk Management in order to be hired)

References:

(please include one reference from a current or former employer)

Name: _____ Position: _____

Phone: _____

Name: _____ Position: _____

Phone: _____

Applications (including completed application form, resume, and two recommendation letters) must be in the Office of Residence Life & Housing by **5:00 pm on Friday, January 27th** to be considered. Candidates mailing applications through the mail are advised to do so early, as late applications may not be accepted.

Please respond to the following questions on an additional sheet of paper.

1. Why would you like to be a Pre-College RHD and what do you hope to gain from this position?
2. Describe any skills you have gained in previous employment positions or extracurricular activities that would pertain to the role of Pre-College RHD.
3. Describe your strengths and how they may apply to this position.
4. Describe your weaknesses and how they may apply to this position.
5. What do you expect of a supervisor?
6. Of the positions you've held, which one did you enjoy the most? The least? Explain.
7. What are your other summer plans that may affect training dates or employment? Please explain briefly and include anticipated dates.

Signature of Applicant: _____ Date: _____

Personal delivery of an application can be made to the Office of Residence Life (Alabama Hall, room 104). We are sorry, but electronic submission is not available. We cannot accept faxed or emailed applications. Additionally, applications may be mailed to:

Ben Perlman
Office of Residence Life and Housing
Emory University
DUC/Drawer B
Atlanta, GA 30322