

# professional staff

<i>Marilyn Derby</i>	Director of Residence Life
<i>Stephanie Nixon</i>	Associate Director of Residence Life
<i>Tori Ruiz</i>	Administrative Assistant
<i>Kristen Crepezzi</i>	Westside & Cornerstone Area Coordinator (WISH, Shepard, Lee, York, UAP, Lausanne, Doney, Haseldorf)
<i>Samantha Golden</i>	Eastside Area Coordinator (Baxter, Belknap, Matthews, East House)
<i>Joanna Means</i>	Kaneko Commons Coordinator
<i>Zackary Hull</i>	Fraternities & Residential Leadership Area Coordinator (Fraternities, Terra House)
<i>Patrick Heck</i>	Westside Cornerstone Intern
<i>Lauren Gard</i>	Eastside Intern
<i>Ryan Sasaki</i>	Kaneko Commons Intern
<i>Larkin Smith</i>	Graduate Intern

# RA, CM & URep staff

## WESTSIDE

<b>DONEY 1</b>	Estella Yee
<b>DONEY 2</b>	Erin Bloom
<b>DONEY 3</b>	Conor Foley
<b>HASELDORF</b>	Katie Rigsby
<b>LAUSANNE B</b>	Ian McAnnis-Enteman
<b>LAUSANNE 1</b>	Jessa Fowler
<b>LAUSANNE 2</b>	Alanna McCowen
<b>LAUSANNE 3</b>	Lucille Muli-Kituku

## CORNERSTONE

<b>LEE</b>	Talissa Huntsman
<b>SHEPARD</b>	FA 09 Michelle Fairfield; SP 10 Scott Klein
<b>WISH</b>	D'Arcy Wright
<b>YORK</b>	Jesse Rlehm
<b>UAP</b>	David Bernstein

## FRATERNITIES & Terra

<b>ΒΘΠ</b>	Will Patton
<b>ΣΧ</b>	Neal Bergquist
<b>ΣΑΕ</b>	Brian Best
<b>TERRA</b>	Andrew Clark

## EASTSIDE

<b>BAXTER 2</b>	Anthony Kim
<b>BAXTER 3</b>	Rachael Mayer
<b>BAXTER 3</b>	Jonathan Gates
<b>BAXTER 4</b>	Surya Nagarajan
<b>BELKNAP 1</b>	Brandi Miller
<b>BELKNAP 2</b>	Slater Smith
<b>MATTHEWS 2</b>	Aubrey Breard
<b>MATTHEWS 3</b>	Lindsey Arrington
<b>EAST HOUSE</b>	Minn Stockdale

## KANEKO

<b>2 EAST</b>	Shahed Kadem
<b>2 WEST</b>	Jared Green
<b>3 EAST</b>	Lauren Greenwell
<b>3 WEST</b>	Ruth Ubaldo
<b>4 EAST</b>	Robert Porche
<b>4 WEST</b>	Leigh Ann Greenfield
<b>B WING</b>	Cait Casebolt
<b>C WING</b>	Debbie Southorn

# to do list

- ❑ **Complete application!** *The CM/RA/UREp application is due on January 29th by 5PM. Don't forget your essays!*
- ❑ **Recommendations:** You will need a professional reference and 1 residence life staff member (RA/CM/UREp) recommendation submitted online (by references) by January 29<sup>th</sup> at 5 pm. Invite references at [www.willemette.edu/leadership/references/request](http://www.willemette.edu/leadership/references/request)
- ❑ **Sign up for first interviews and group process** All applicants, except for those who do not meet the GPA requirements and possible other reasons will be asked to sign up for first interviews and the group process scheduled on Saturday and Sunday February 6 & 7. Each applicant will need to participate in both a first interview and group process during the weekend. Signups will begin on Monday, February 1, 2010.
- ❑ **Sign up for second interviews.** Only those invited to interview a second time will be asked to sign up. Please make sure to sign up with Residence Life staff that you have not interacted with before (either personally or through first interviews/group process).
- ❑ **Selection Retreat.** Only finalists will receive an invitation to the selection retreat on February 27, 2010. Candidates are asked to participate in the entire retreat.

## • Outside Activities/Commitments

- What activities are you planning to be involved with in the 2010-2011 academic year? Please provide the estimated hours necessary per week to fulfill these commitments in the spaces provided.
- Activities should include everything from ASWU recognized clubs to employment on or off campus
- Be realistic about the amount of time your activities may take! Think about ways you could take things “off your plate” if you are offered an RA, URep or CM position.
- If you have questions about balancing these positions and other activities, talk to your CM/RA/UREp or Area Coordinator!

## • University and Other Experience

- List the number of semesters you have lived in the listed communities. If you have not lived in the community, leave it blank or put in “0”
- Activities resume should include what activities have you participated in at Willamette or another college/university. List any positions you have held.
- Feel free to include any relevant high school experiences but list your current involvements at Willamette (or another college/university) first.
- List any work, group activity, and class experiences that you feel have enhanced your skills as a potential staff member. Include a brief description of your responsibilities.

## • Essay Questions

- This is one of the most important sections of the application! Make sure to take time to fill these questions out!
- Fill out your answers in another program like Microsoft Word and then cut/paste into the application!
- A general rule is to keep your essays to 1 – 2 paragraphs per question (approximately 500 – 600 words).

- **Read and Sign**

- By signing your name, you agree to attend all of the training sessions and dates AND that the information you've provided is true. Additionally, you also authorize Residence Life to access your GPA, conduct records, and other relevant educational records.
- This information is only shared with the Area Coordinators, Associate Director and Director of Residence Life.

- **Recommendations:**

- Be sure to correctly follow the recommendation instructions provided with the selection application!

**Applications are Due on Friday, January 29, 2010 by 5:00 PM in the Office of Residence Life (North Doney Hall)!**



**For candidates who will be abroad in the Spring 2010 Semester:**

If you will be abroad next semester for any reason, please make sure to designate this on your application in the Educational Information section. During the spring selection, we will contact you via email (or designated method of communication) to set up a long-distance/international phone interview.

# words of wisdom

We see a lot of applications for Resident Assistants, University Representatives, and Community Mentors. Make the best of your app! Here are some common mistakes folks make and some friendly suggestions:

- *Application looks rushed or unfinished:* Make sure that you've thought through all of your answers! Check spelling and grammar!
- *Lack of understanding of the position:* Take the time to check in with current or past staff members to talk about their experiences. Let them help you turn in a thorough application!
- *Late Recommendations:* We understand that recommendations take time to turn in! Ask those you are considering in advance! If references would prefer a paper application, let us know in advance. Use the time over winter break to contact those people who are closer to home!
- *Essays are too lengthy:* Be descriptive but concise in your answers! Essays should be informative enough to convey your point but not too long! Ask someone to look through your essays before you turn in your application and proofread!

# aspects to selection

The Staff Selection process consists of many pieces in addition to the CM/RA/URep Application! The following is a short description of the other components. You will receive notice between each selection process whether or not you have been invited to participate. While we would be excited to have many people to look at, the design of the selection process allows us to look deeper into the character of individuals by reducing the numbers. Also, this is a very competitive process! We have a limited number of positions available. Don't be discouraged! We are looking for a diverse group of RAs, CMs, and UReps, so we consider many different qualities in each applicant. There is no "cookie cutter" staff member!

## important dates

First Interviews	Saturday Feb. 6 or Sunday Feb. 7
Group Process	Saturday Feb. 6 or Sunday Feb. 7
Second Interviews	Monday Feb. 15 through Friday Feb. 19
Selection Retreat (Off Campus)	Saturday Feb 27
Placement Letters	Friday, March 19

- **First Interviews:** This is our opportunity to learn more about you as a person. Generally, several current staff members and an Area Coordinator will be present for this interview. Those who do not meet the minimum GPA will be cut from the process before the first interview.
- **Group Process:** Those who are invited to group process are broken up into groups of 8-10 other candidates and participate in 3-4 activities together. Groups are facilitated by Area Coordinators and Interns. Participants are observed by current staff members as they progress through the activities.
- **Second Interviews:** The final process before the selection retreat is the second interview. While similar to the first interview, the second interview is a more in depth look into the candidate. Questions are typically more difficult and are meant to test candidates about their knowledge of community building, leadership, diversity, and peer-to-peer relationships.
- **Selection Retreat:** The Selection Retreat is our tool to place all remaining candidates. All returning staff and new staff are placed in a pool of candidates. After the retreat, students are placed into residential communities. All candidates are given a preference form to notify the Office of Residence Life where they would like to live. While we try to honor all preferences, it is more important for us to place staffers where we feel their strengths best "fit" the community. In other words, just because you request a certain community, doesn't mean you're necessarily going to be placed there.
- **Placement Letters:** Placement letters are sent via campus mail the day before Spring Break begins. Candidates may request these letters be sent to them via email if necessary.