

Office of Housing/Residence Life  
Austin Peay State University  
P.O. Box 4596  
Clarksville, TN. 37044

Dear RHD Applicant:

Thank you for your interest in becoming a Residence Hall Director (RHD), for the Office of Housing and Residence Life. The RHD position is very important to the total operations of the residence halls, therefore, we want to select the most capable and committed staff possible. We are also committed to hiring a staff who reflects the diversity of the student population.

Please take time to read the RHD Application packet thoroughly to become aware of the qualifications, time lines, and requirements. You will find the position to be challenging, exciting and one that offers many opportunities for a fulfilling college career. In addition, we encourage you to talk with a RHD, to learn as much as you can about the position.

The RHD Application packet includes:

1. The time lines which will allow you to plan for the RHD selection process
2. The description of the Residence Hall Director process.
3. A description of the Residence Hall Director position.
4. Three essay questions.
5. A Residence Hall Director Application
6. Three reference forms.

A completed application includes having your completed RHD Application, three essay questions, and three letters of reference on file in the Office of Housing/Residence Life.

We hope the selection process will be worthwhile and rewarding experience for you. If you have any additional questions, please contact the Office of Housing/Residence Life at 931-221-7396.

Again, thank you for your interest in the RHD position.

Staffing Committee

**RHD SELECTION PROCESS TIMELINE**  
**2009 FALL SEMESTER**

- October 26, 2009 – Deadline for RHD applications to be considered for Fall Selection Process
- October 30, 2009 – Notification of application status for Fall Semester Interview Process
- November 4, 2009 – RHD Fall Semester Interviews
- November 18, 2009 – Notification of RHD position
- December 3, 2009 – Deadline to accept RHD position

Supervised By:

- Area Coordinator



## **Residence Hall Director Job Description**

The Residence Hall Director (RHD) is responsible for the general supervision of a residence hall/apt housing, approximately 75 – 350 students and staff. The RHD coordinates in-hall programming, housing administration, general student communications and reports on a daily basis to an Area Coordinator. The Office of Housing/Residence Life and Dining Services feel RHD's are first and foremost ROLE MODELS. As such, RHD's are expected to maintain a balanced lifestyle of academics, job responsibilities, and personal interests.

### **Qualifications:**

- Must be a full-time student
- Must maintain a 2.5 cumulative GPA and a 2.01 semester GPA
- Two semester of positively evaluated performance as an APSU RA or one year previous experience at another institution and acceptance to a graduate program.
- Ability to work with a diverse population
- Recommendation by senior staff and/or administrative staff
- Must get AC approval for work outside of RHD responsibilities
- Receive AC approval for more than 18 academic hours
- Must be in good standing with the University, no formal discipline records
- Must be in good financial standing with the University, no outstanding balances

### **Benefits:**

- \$6960 compensation for 12 month appointment (July-June)
- \$5220 compensation for 9 month appointment (Aug – May)
- \$1450 compensation for 3 month appointment (Jun-Aug)
- Apartment with utilities, basic cable, and internet
- Valuable future references
- Training in leadership, management and human relation skills
- Opportunities for professional development

### **Areas of Responsibilities:**

- Supervise student staff
- Conduct weekly staff meetings and complete semester evaluations of staff
- Serve as on-call administrative housing staff member responsible for holding the senior staff cell phone
- Manage the staff office and supplies
- Serve as a resource person to building residents and staff in matters pertaining to residence life
- Chair or co-Chair standing committee(s) within the Office of Housing/Residence Life and Dining Services
- Ensure that an academic environment is maintained in University Housing.
- Keep the AC informed about changes in residence life
- Submit appropriate reports and administration to the area coordinator in a timely and accurate manner.
- Provide peer counseling for residents with minor academic and personal concerns, and appropriately referring them to campus and community resources.

- Identify and confront behavior situations in a manner consistent with the department's philosophy of "Educational Discipline"
- Initiate and advise residents in the development of floor/apartment, communities and activities.
- Keep residents informed about residence life and university activities through resident assistants
- Monitor hall and living area equipment and report discrepancies to the Area Coordinator.
- Ensure safe, sanitary, and orderly conditions are maintained in student rooms and common areas
- Be available to residents and staff on a regular basis
- Adhere to residence life general expectations as outlined in the housing staff manual
- Attend all staff meetings, in-service training programs and individual 1-1 meetings with supervisor as required
- Oversee the opening and closing of residence halls and apartments as required
- Abide by all housing and university rules and regulations
- Actively support other residence life and University staff members and activities.
- Know, understand and actively execute all policies/procedures found in the staff manual
- Educate residents about personal and property safety
- Perform other duties as assigned
- Complete programming assignments
- Operate Housing or University owned vehicle
- Advising, recruiting, and motivating Hall Governments, Resident Assistants, and Programming Assistants
- Establish 5 hours of office hours within assigned residence hall
- Sit office hours from 4:30 p.m.- 7:00 p.m. in housing office on assigned duty nights
- Maintain and develop an appropriate relationship with residents of the hall
- Perform other duties as assigned by supervisor

**ADDITIONAL RESPONSIBILITIES FOR R 12 MONTH APPOINTMENTS:**

- S      Serve as summer camp/conference liaison
- S      Share on-call cell phone during holidays, interim sessions and summer school periods

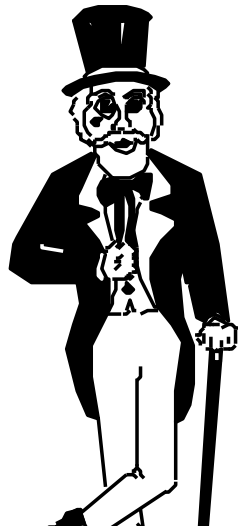
# RHD SELECTION PROCESS

The Residence Hall Director selection process consists of a formal interview. The applicant will interview with a group of residence hall staff members and the Area Coordinators. The interview will last approximately 20 minutes. Call 5212 to set up an interview time.

DRESS FOR THE PROCESS IS BUSINESS ATTIRE

## MISCELLANEOUS INFORMATION

1. Initial screening looks only to see that the applicants has a complete application on file and meets all the initial qualifications as outlined in the job description.
2. If, after you submit your application, you no longer wish to be considered for a position please notify our office in writing.
3. All inform action pertaining to your application will be mailed to your on campus post office box. If one is not available, information will be mailed to your permanent address as listed on your application. Please submit change of address information in writing to our office concerning you application.



## INTERVIEWING TIPS FOR RHD CANDIDATES

- \$ What is your concept of the RHD position, and knowledge of job expectations?
- \$ RHDs act as referral sources for other residents. How much knowledge of the university do you have?
- \$ What is your attitude toward the RHD position, the benefits of residence hall living and trying to help students?
- \$ RHDs sponsor programs and activities in the hall for their residents. Do you know why they do this? Could you do this?
- \$ Why do you feel you would be a good RHD? What are your strength and weaknesses?
- \$ Do you have good communication skills? Explain why?
- \$ RHDs are required to enforce university policy and residence hall regulations. What is your attitude about policy enforcement and could you handle this aspect of the job?
- \$ Be able to discuss you leadership capabilities.
- \$ Be able to discuss the impact the job would have on your studies and current extra-curricular activities.
- \$ Be familiar with the Resident Hall Director Job Description that was included in the application packet.

### OTHER INTERVIEWING TIPS

- \$ Read the application packet carefully so that you are familiar with the position and requirements.
- \$ Spend time talking with current resident advisor about what all their jobs entail.
- \$ Ask RHDs if you can interview or spend time with them when they are on duty.
- \$ Dress neatly and be on time to your interview.
- \$ Be sure to t answer all question with more than just a yes or no. We will also ask you to back up your answers.
- \$ Come up with a list of questions that you think might be asked to answer, and have your friends help you practice.
- \$ Most important; BE YOURSELF!!! The purpose of the Interview Process is so you and the Residence Life staff can get to know one another a better. It is difficult to do that if you are pretending to be someone you are not.

## Resident Hall Director Application

Austin Peay State University, Housing/Residence Life and Dining Services

A Resident Hall Director position description is enclosed with this application packet. Please be sure to answer all questions. **Please read carefully before submitting your application.**

### General Information

Name _____		Banner ID # _____	
Gender <input type="checkbox"/> Male	<input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Married	<input type="checkbox"/> Single
Number of Children _____			
APSU e-mail _____		Current Classification <input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> GRAD	
Current Residence Hall/Apartment Assignment _____			
Campus telephone # _____		Cell Phone # _____	
Number of semesters lived in APSU Residence Hall or Apartment _____			
Permanent Home Address _____			
Permanent Home Phone _____			

### Miscellaneous Information

Your Major _____		Minor _____	
Will you be participating in student teaching or internship to complete your education? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, please estimate when, what type and how long?			
When _____	Type _____	Duration _____	
When _____	Type _____	Duration _____	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, do you work <input type="checkbox"/> on-campus <input type="checkbox"/> off campus How many hours do you work? _____			
Have you served as a Resident Assistant on this campus or any other campus before?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, when and where? _____			
Last two places of on-campus residence during your APSU career			
Year _____	Location _____		
Year _____	Location _____		

### Leadership Experiences: Organization and Position

Date

Organization and Position	Date

Austin Peay State University, a Tennessee Board of Regents Institution, is an equal opportunity employer committed to the education of a non-racially identifiable student body.

**Housing/Residence Life and Dining Services, P.O. Box 4596, Clarksville, TN 37044**

Phone: (931) 221-7444

Fax: (931) 221-7165

Email: [housing@apsu.edu](mailto:housing@apsu.edu)

The following statements are intended to cover primary guidelines of employment if selected as a residence life staff member. Please read and initial each statement to indicate your understanding.

- \_\_\_\_\_ Staff members are expected to attend all fall, spring, and summer in-service sessions and other meetings requested by the Office of Housing/Residence Life.
- \_\_\_\_\_ Staff members are expected to remain registered, full-time students at APSU. They must also remain in good academic standing (2.5 Cumulative GPA).
- \_\_\_\_\_ Staff members are not permitted to take any additional campus employment. Furthermore, staff members are expected not to student teach or make any similar academic commitments during the period of appointment without prior approval from the Assistant Director of Housing/Residence Life.
- \_\_\_\_\_ Staff members are expected to arrive in advance of all hall/apt. Openings and stay 48 hours after all hall/apt. closings.
- \_\_\_\_\_ Staff members are expected to comply with all rules and regulations of the Housing /Residence Life Notes for Living Handbook and the APSU Student Code of Conduct.

**\*\*PLEASE LIST NAMES OF REFERENCES YOU WILL BE USING\*\***

- |    |                   |          |
|----|-------------------|----------|
| 1. |                   |          |
|    | Name of Reference | Position |
| 2. |                   |          |
|    | Name of Reference | Position |
| 3. |                   |          |
|    | Name of Reference | Position |

I understand that all documents relative to this application for employment including, but not limited to, Applicant Reference Forms, evaluation notifications of interviewers, and Staff Comment Sheets are confidential. I further understand that I will not have the opportunity to personally review or inspect any of these documents. However, in an effort to promote a valuable educational experience and to improve interviewing skills, feedback concerning reasons for selection or non-selection will be provided a the applicant's request by the Assistant Director of Housing/Residence Life. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I wish to submit this application for employment for the position of Resident Assistant. I am aware of the responsibilities of this position as specified on the resident assistant position description, and I fully intend to fulfill each one to the best of my ability, if I am offered and accept a position. I possess the minimum qualifications required for this position as specified on this form and all information I have provided herein is accurate.

I understand that my signature below authorizes the Office of Housing/Residence Life to verify grade information and to review my disciplinary file. Furthermore, I give permission for my name and/or photo to be used in any type of public relations efforts on behalf of the University.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

**DO NOT FORGET YOUR REFERENCE FORMS!!!**

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED _____	REFERENCE 1 _____
GPA – current _____ cumulative _____	REFERENCE 2 _____
TOTAL CREDIT HOURS _____	REFERENCE 3 _____
DISCIPLINE RECORD _____	CURRENT HALL ASSIGNMENT _____







**AUSTIN PEAY STATE UNIVERSITY  
OFFICE OF HOUSING/RESIDENCE LIFE**

**REFERENCE FOR RESIDENT HALL DIRECTOR APPLICATION**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Description of Position**

The Residence Hall Director, is a member of the Residence Hall Staff. As such, the primary responsibility of the Residence Hall Director (RHD) is supervising the student staff and managing a residence hall/apt. The RHD will serve as an on -call administrative Housing staff member responsible for monitoring hall living. The RHD will be the resource person to building residents and staff in matters pertaining to residence life. More importantly, the RHD is an active supporter of residence life and University staff members and activities. The Office of Housing/ Residence Life is a committed to providing a diverse staff who can represent a variety o experience and ideas.

The purpose of this form is to assist the Staffing Committee in evacuating applicants for the position of Residence Hall Director. Your candid evaluation for the applicant, based upon your experience and knowledge, will play an important part in our selection process. The applicant has signed a statement indicating his or her understanding that this reference form will remain confidential and that it will not be available for personal review or inspection. This procedure is in compliance with the Family Education Plan and Privacy Act of 1974.

**PLEASE RETURN WITHIN 10 DAYS OF RECEIPT TO:**  
Office of Housing/Residence Life  
P.O. Box 4596  
Clarksville, TN. 37044

1. How well do you know the candidate?       Slightly       Fairly Well       Very Well
2. Under what circumstances do you know the candidate? \_\_\_\_\_  
\_\_\_\_\_
3. Considering other college students you know, please rate this candidate according to the following criteria. Please circle the number you feel best represents this student. (Feel free to write comments in the space provided).
- 5=Top 10%    4=Top 25%    3=Top 50%    2=Below 50%    1=Don't know
- 5 4 3 2 1    **Leadership:** The ability to inspire others; to coordinate and lead activities; to facilitate group interaction. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5 4 3 2 1    **Organization:** The ability to prioritize tasks and manage time wisely. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5 4 3 2 1    **Temperament:** The ability to maintain a positive outlook and realistic perspective \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5 4 3 2 1    **Initiative:** How this person approaches new situations; self motivation, ability to set and accomplish goals and need for supervision. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Interpersonal Relationships:** Attitude and ability to work with others; sincerity, flexibility, cooperation, the ability to work with supervisor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Responsibility:** The degree to which the applicant is dependable, prompt, accurate and complete.  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Communication:** The ability to grasp ideas; to read, speak, and write effectively, and to listen and convey understand to others. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Maturity:** Common sense, self awareness, judgment, integrity, and ability to deal with a wide range of personalities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Emotional Stability:** The direction and control of emotional response; general disposition, and predictability.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 4 3 2 1 **Social Sensitivity:** The applicant's ability to be sensitive to and understanding of the feelings and reactions of others and the ability to make effective responses to them. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Additional comments on applicant's strengths and weaknesses: Further explanation of things that might help us evaluate the candidate \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate your reactions to this person's potential for success as a RHD by checking one response,

Highly Recommend

Recommend

Recommend with reservations

Would not recommend at this time

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_