

Thank you for your interest...

If you're reading this, you've taken the time to read our email and you're interested in being a student leader at MSM! The first thing you should know about this process is that IT IS FUN! While the idea of filling out an application and having to complete three interviews seems like work, we do try to make it as enjoyable as possible. This is an opportunity for us to get to know you from a brand new perspective. We ask you to be open and share with us who you are. We want you to highlight the best parts of yourself and really let that be what shines through in this process. The second thing you should know about the process is that you will learn something

through being a part of it. You will learn how to interview, you will learn about yourself as a leader, and you will learn about our department. There are many roles to take on and we are NOT type casting! Do not assume that we are only hiring one type of person for any of these positions. It is quite possible that you have some characteristics or skills that we didn't even know we were missing! Our goal is to build the strongest team of student leaders possible. In order to do that, we must first create a staff that is representative of our MSM community. We are looking forward to interviewing you all!!
Good Luck!

General Qualifications

(applies to all positions)

To be considered for any of the positions listed in this packet, you must first meet three qualifications. Please review these to ensure that you are eligible to apply. If you have questions about a personal situation, please speak to Melanie Dorsey or Jim Love about it as soon as possible.

1. Must be a current MSM student, having completed one full semester by the application deadline
2. Must be a student in good financial and judicial standing
3. Must have a cumulative GPA of 3.0

Information Sessions:

If you have questions about the process or any of the jobs listed, please attend an info session to learn more. Attendance at info sessions is NOT mandatory, but could be helpful!

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|----------------------------|-------------------------------|
| Monday, Dec. 5 @ 12pm | Boardroom |
| Tuesday, Dec. 6 @ 8:30pm | Andersen Hall Basement Lounge |
| Monday, Feb. 20 @ 7pm | Andersen Hall 6th Fl. Lounge |
| Wednesday, Feb. 22 @ 3pm | A401 |
| Monday, March 13 @ 6pm | Andersen Hall 6th Fl. Lounge |
| Tuesday, March 14 @ 2:30pm | Boardroom |

Important Dates:

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|---------------|--|
| • March 16 | Application Due by 5:00pm |
| • March 20-24 | Individual Interview Week |
| • March 25 | Student Leadership Day/Group Interview |
| • March 31 | Offer Letters Out |
| • April 7 | Deadline to Accept |
| • May 15 | Most Summer Positions Begin |
| • August 14 | RAs Move In |
| • August 15 | OLs Move In |
| • August 16 | RA and OL Training Begins |

Position Descriptions

Resident Assistant

A Resident Assistant (better known as RA) is one who is hired and trained by Residence Life to be a peer leader, programmer, policy enforcer, community builder, advisor, and helper to on-campus residents. RAs are very important to the mission of Residence Life. To give you a better idea of the position, we have outlined below the major areas of responsibility.

Programming

- Plan & facilitate events and gatherings for your floor. Develop individual relationships with each person on your floor by meeting with them individually. Assist other RAs in their programming efforts. Maintain and update passive programming such as bulletin boards. Maintain and update door tags and wel-

come bulletin boards monthly.

Community Development

- Prepare your floor for building opening and closing. Welcome students to campus. Get to know and maintain regular contact with your residents. Be available and accessible to residents. Assist with new student move-in and other school events. Confront and document individuals violating MSM policies. Observe, confront, and appropriately refer persons with health and wellness issues.

Staff Development

- Attend and actively participate in all scheduled training sessions, weekly staff meetings and supervision meetings. Assist with RA recruitment process.

Advising, Referral and Peer Mentor

- Assist residents in dealing with school,

social, and personal concerns. Make referrals, as necessary, to various resources

Administrative

- Conduct floor meetings, assist with room selection and room changes, management of keys, duty schedule, access cards and serve as a Fire Warden.

Duty

- Work assigned office hours. Serve on-call duty. Respond in emergencies. Other duties as assigned

Training

Fall: **August 16-August 23, 2017**

Winter: **January 3-6, 2018**



Conference Assistant

Assists residence hall staff in all aspects of managing the building. This includes but is not limited to damage billing, correspondence, answering telephones, publicity, communication with residents, office coverage, mail, lockouts, tours, supplies management, managing keys, filing, errands, and community programs. Supporting Camp MSM staff, as needed. Preparing keys, rooms, room condition sheets, access cards, signs, welcome bulletin boards, and door tags for each new group and resident. Help residents to check out by collecting keys, access cards, and linens. Work shifts in the Residence Life Office during the hours of 8am to 11pm every day of the week. Serve as an "on-call" emergency staff person to help with any guest or emergency need during the hours of 11pm to 8am every day of the week. This position works approximately 20 hours a week and maintains 24/7 availability to help in emergencies in exchange for housing. You must be available the entire summer **May 14-August 16**. Other duties as assigned. CA's are compensated with free housing for the summer in a single room.

Paint & Project Crew Lead

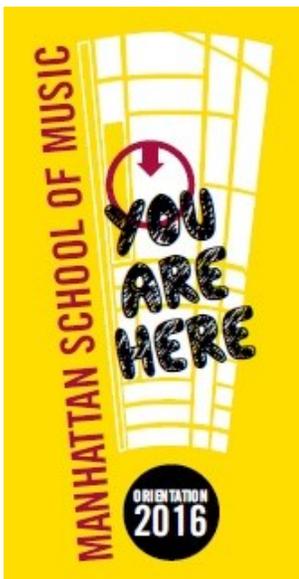


Paint/Project Crew Lead work 20 hours per week painting designated rooms and supervising the work space for a crew of painters, under the guidance of the Residence Life Summer Intern. Past experience is preferred but not required. The position works closely with the Residence Life and Facilities staffs. Paint/Project Crew Lead is compensated with a single room in Andersen Hall during their employment. **Positions begin May 15 and end August 11.**

Position Descriptions

SES Resident Ambassador

The Summer English Study Resident Ambassador position carries diverse and sometimes ambiguous responsibilities. The position requires a high level commitment of both time and effort. The SES RA serves as the liaison between SES Staff and students. The Resident Ambassador assumes primary responsibility for responding to the personal needs of the residents, for shaping an environment that supports academic and personal development, and for managing critical administrative tasks, including duty and crisis management. There are informal day-to-day contacts with residents as well as formal floor meetings, programs and events. The RA receives direct supervision and training from the Director Residence Life and the Summer English Study Coordinator. Resident Ambassadors will receive a \$300 Visa gift card to use toward job related expenses and a Single Room in Andersen Hall. As front line representatives of MSM, Ambassadors are committed to excellence. The success of the Summer English Study program depends on a strong foundation built by devoted Ambassadors. Dates of employment will run from **June 12, 2017 through August 18, 2017**.



Orientation Assistant

The Orientation Assistant will work closely with the newly hired Orientation Intern in completing all aspects of the planning, promotion and implementation of Orientation. The Orientation Assistant will be supervised by the Intern, and will be the point person for Orientation after the Intern's position ends in early August. The hours of this position are Tuesday-Friday, 10am to 4pm from **May 15, 2017 through September 5, 2017**. This Assistant also works evenings and weekends as needed to get the job done. This person must be incredibly organized, available, personable, detail oriented, positive and energetic. This person must be very comfortable working on a team, taking direction and have excellent verbal and written communication skills. The ideal candidate is someone who loves to organize events, has a bright & positive outlook, and is excited about welcoming the next incoming class of MSM students! The assistant OA is compensated **\$2,500** and free housing for the summer. International students interested in this position must have a US social security number to be paid.

Orientation Leader

Orientation leaders work from **August 16, 2017 through September 5, 2017**. Orientation Leaders assist with prep work leading up to move-in day and check-in on the first day of Orientation. They are responsible for helping students move in to Andersen Hall, leading new and returning students on outings around the city, answering questions and helping students acclimate and feel welcome. This is a great position for people who are interested in meeting new students and who want to help make a great first impression of MSM and NYC. This position involves working nights and weekends as the Orientation calendar dictates. OLs are compensated with a stipend of **\$450**, some meals during training and Orientation week, tickets to Orientation events and metro cards for traveling. International students interested in this position must have a US social security number to be paid.





2017–2018 Application for Student Leadership

Interview Preparation:

- Complete your application in a professional manner. We take the time to read every single application, please be thoughtful when answering questions.
- Know the position! Talk to anyone who has held the position you're applying for in the past. Ask them questions about their jobs and what they actually did.
- Be on time!
- Dress for success. We do not expect you to wear a business suit, however please spend some time on your appearance. You want to leave us with the impression that you would represent the school well.
- Be yourself at the interview. If you try to be someone that you are not or attempt to put on the face of who you think we want to hire, you will come across as insincere or that you are hiding something.
- Be direct and honest! It will show us that you are trustworthy and will be respected by your peers. We are not interested in you telling us what you think we want to hear.
- Be prepared to ask us a question or two during your interview time. This will show us that you are thoughtful and have taken the time to prepare.

Student Leadership Day / Group Interview:

Student Leadership Day and the group interview is mandatory for anyone who wants to be considered for a position. It is a time where you will learn vital skills to being a dynamic leader and where we are able to watch you interact with other candidates. This portion of the process gives us insight into teamwork, leadership and critical thinking skills.

- Dress casually as you may be sitting on the floor for portions of this interview
- Be on time!
- Bring a pen or a pencil

After the Process:

- Do not gossip about how you think you or others did in the process. Be professional!
- Do not inquire with the current RAs about your standing. They will know very little and can not give you any information.
- If you are not offered the position you wanted, be open to a different position. There is usually a reason that we are offering you that role.
- If you didn't get an offer through this process, come and speak to Jim or Melanie so that we can discuss with you how you did and what you can do to prepare for next year's process. Don't give up!

