



Thank you for your interest in the RHA First-Year Liaison (FYL) position. Included you will find the purpose, qualifications, and job description, as well as an application and reference forms. Before filling out your information and submitting the application, please **thoroughly** review all of the information contained in this packet. It is important that you understand what the position entails and what your required duties are as the RHA FYL before you submit your application.

The most qualified individual will be selected from the group of interviewed applicants. It is important to note that **all** of the required information contained in this packet must be returned to University Housing by the deadline. Below is a schedule of important dates that you need to take into consideration. This process is designed to get the best and most qualified applicant for this position. It is imperative that you place the highest quality of work to represent you as you proceed to college and start it off in the right direction by getting involved in your residential community.

The Process:

The recruitment, application, and selection process timeline will be as follows:

<i>Monday, April 22, 2019:</i>	Applications Available
<i>Monday, June 3, 2019:</i>	Applications due to University Housing by 5pm
<i>Monday, June 3 - Friday, June 7, 2019:</i>	Application Screening & Scheduling Interviews
<i>Monday, June 10 - Friday, June 14, 2019:</i>	Anticipated Interviews (by phone or video conference)
<i>Friday, June 14, 2019:</i>	Anticipated Selection Announcement Deadline
<i>Monday, September 9, 2019:</i>	RHA Training Begins (subject to change)

For more information about RHA, visit <http://www.wou.edu/rha/>. If you have any questions about the selection process for the RHA FYL position, please contact RHA Advisor Laura Welch at welchl@wou.edu or (503) 838-9352.

Thank you for your interest in the position.

Purpose, Qualifications, and Compensation

Purpose

The purpose of the RHA First-Year Liaison is to promote and increase the voice of the first-year students living on campus at Western Oregon University. Creating community among first-year students by planning events, working with residence hall leaders, and advocating on behalf of all first-years are essential responsibilities. This leadership role encourages the continued growth and development of the First-Year Liaison's leadership skills. Additionally, this position will provide the individual with a quality network of support to help them shape their college experience into a positive and memorable event.

Qualifications

- Traditional first-year student (within one year of graduation from high school) living on campus
- Maintain good academic standing (2.5 Term and Cumulative GPA) throughout the year
- Strong high school leadership experience
- No continuing record of disciplinary action
- Follow guidelines established by the University
- Adhere to the Accountability Contract of RHA

Compensation

- Standard housing room credit (cost of least expensive housing option deducted from student bill)
- Monthly stipend - September - June

Job Description*

Common Responsibilities Excluding Non-compensated Officers

- A) Maintain open communication with the Executive Board and University Housing Staff
- B) Build and maintain positive relationships with other organizations, including but not limited to University Housing Staff, Hall Governments, Peer Mentors, NRHH, and ASWOU
- C) Contribute to the planning and execution of programs including but not limited to social, educational, community service, and diversity programs
- D) Advocate for inclusive and sustainable attitudes and efforts within University Housing
- E) Actively participate in all RHA meetings, programs, activities, training, retreats and other functions
- F) Submit weekly officer reports to the Executive Board and General Assembly
- G) Attend University Housing Staff In-Services
- H) Submit one "Of The Month" nomination to NRHH by week six and three each term, excluding summer term
- I) Provide training to corresponding new Hall Government members
- J) Transition incoming RHA Executive Board members
- K) Take on additional tasks and responsibilities as needed
- L) Attend one hall government meeting a term with the exception of the First Year Liaison
- M) Attend one hall government program a term
- N) Assist with the bid writing process
- O) Encourage the growth and development of student leadership on campus
- P) Encourage unification of hall governments

First-Year Liaison Additional Responsibilities

- A) Maintain eight posted office hours per week
- B) Meet every other week in one-on-ones with the RHA President
- C) Meet every other week in one-on-ones with the RHA Advisor
- D) Be an active voice of the first year students in Executive Board and General Assembly meetings
- E) Meet with First Year General Assembly Representatives (FYGAR) once a week
- F) Attend all Hall Government meetings that have a FYGAR position once each term
- G) Implement two programs aimed at first years in coordination with the FYGARs each term
- H) Represent the first year student class in a responsible and respectable manner
- I) Write one Of The Month nomination per month that is First Year Student focused
- J) Attend Peer Mentor meetings three times per term and report to the RHA Executive Board as needed
- K) Write a welcome letter to be distributed to each first year student prior to move in day

*Position description subject to change by review of RHA Constitution and Statutes

Residence Hall Association First-Year Liaison Application

Personal Information

Name (Legal): _____ Name (Preferred): _____

Current Address: _____ WOU ID V#: _____

T-Shirt Size: _____ Telephone: _____

Email Address: _____

Academic Information (Attach additional sheets if necessary)

High School: _____ Graduation Date: _____

Honors, Scholarships, Awards: _____

Extracurricular Involvement: _____

High School cumulative grade point average: _____

Anticipated Major: _____ Minor (if applicable): _____

References

List two people (not related to you) who have had experience working with you and/or advising you in leadership positions (such as employers, teachers, club advisors, coaches, etc.). It is preferred that your references are not your peers. Also, your references must fill out and return the forms in this application and return them by the application deadline. Reference forms can be returned with the application or individually.

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.	_____	_____	_____
2.	_____	_____	_____

Residence Hall Association First-Year Liaison Application (Continued)

Application Questions

Please respond to the following questions on a separate sheet of paper. Limit your responses to 500 words per question with a minimum of 250 words per question.

1. Considering that you will likely be the only traditional first-year student on the RHA Executive Board and representing nearly two-thirds of the on-campus population, why are you interested in becoming the RHA First-Year Liaison?
2. Within the context of your prior leadership experiences, how have you been an effective leader? What has helped you develop into a better leader in these prior experiences? Specifically, how do these experiences relate to the First-Year Liaison position?
3. Please describe an experience participating in a team or group setting (such as sports, youth groups, jobs, planning Homecoming, etc.). What role(s) do you usually take on? What are some strengths and challenges for you in working with groups?
4. Explain your experiences with scheduling your time effectively and efficiently. With regards to your leadership experiences, what programs and school events have you done, and how did you schedule time for homework, school activities (athletics, leadership, etc.), and personal time?

Application Accuracy Statement

I attest that all information in this application is true and provides accurate information relative to my experiences and education.

Signature

Date

Please Return this Application to:

Paper:
Residence Hall Association
c/o University Housing
345 Monmouth Avenue N.
Monmouth, OR 97361

Email/Fax:
Laura Welch
Coordinator, Leadership and Programs
welchl@wou.edu or fax: 503-838-8968

ALL Application Materials are due no later than 5pm on Monday, June 3, 2019.

(Applications received after that date will not be considered)

Residence Hall Association First-Year Liaison Reference Form (Cont.)

Additional Comments

To provide an explanation of your evaluation on the reverse side, please take a few minutes to write a narrative about this candidate's potential in the extra space provided. If preferred, you may provide a letter of recommendation. Emphasis should be placed on the strengths and areas of concern you have regarding this person's candidacy.

Overall Recommendation:

Based on your responses to the above items, please circle one:

1	2	3	4	5
Unacceptable	Weak	Acceptable	Strong	Outstanding

Reference Form Accuracy Statement

I attest that the information I have provided herein is accurate, honest, and based upon my experiences with the candidate.

Signature

Date

Printed Name

Please Return this Form to:

Mail:
Residence Hall Association
c/o University Housing
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Monmouth, OR 97361

Email/Fax:
Laura Welch
Coordinator, Leadership and Programs
welchl@wou.edu or fax: 503-838-8968

Residence Hall Association First-Year Liaison Reference Form (Cont.)

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