



ASSISTANT HALL COORDINATOR APPLICATION 2009 – 2010

Application must be typed or printed legibly

I. PERSONAL DATA

Name: _____ Preferred Name: _____
Last First Middle Initial Nickname

Local Address: _____
Number and Street City and State Zip Code

Local Phone: _____ CPP Email Address: _____

Permanent Address: _____
Number and Street City and State Zip Code

Permanent Telephone: _____ Bronco Student ID#: _____

II. ACADEMIC BACKGROUND

Current Class Level: Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____

Cumulative Grade Point Average: _____ Number of units completed by end of Spring 2009: _____

Other Colleges or Universities Attended:

Name of Institution	Degree Earned	Dates Attended
_____	_____	_____
_____	_____	_____

III. COMMITMENTS FOR 2009-2010

Please list the commitments you anticipate having next year, such as number of academic units, Greek membership, leadership in campus groups, jobs, specific work required for major, etc.

IV. BACKGROUND EXPERIENCE (Please use additional sheets if necessary)

1. Group Living Experience

Have you ever lived in an on-campus Residence Hall? Yes ___ No ___

If yes, how long: _____ Where: _____

2. Work Experience

List employment and volunteer experiences:

<u>DATES</u>	<u>EXPERIENCE</u>	<u>SUPERVISOR</u>

3. Leadership Experience

List and describe any experiences you have had that have prepared you to work with the diverse population of students living in the residence halls.

V. SHORT ESSAY

Please type and attach your responses to the following questions to your application form. Make sure that any attachments have your name clearly marked in the top right hand corner of each sheet. Please turn in no more than a total of 3 pages (typed, double-spaced, 12 pt font) to answer all the Short Essay questions.

1. Why are you interested in becoming an Assistant Hall Coordinator?
2. What makes a successful supervisor? Include examples of your own supervisory experience if applicable.
3. Based on your knowledge of the position, what challenges do you think you'll face as an AHC? What skills and experiences do you think you will gain from this position?
4. What do you feel are the responsibilities of student leaders who serve as role models to residents and the general student body?
5. Currently, the Assistant Hall Coordinators are placed in either the Center for Regenerative Studies or the Vista Suites. If you have a preference for being placed in one community more than the other, please share with us why you are most qualified for that specific community. (If you think you would be successful in both communities, and do not have preference, then please elaborate on how your experience makes you qualified for both communities.)

VI. PRESENTATION / PROJECT

After all applications have been received, qualified applicants will be invited via their Cal Poly email address to sign up for 1 hour interview/presentation time slots. The guidelines for this part of the application process are as follows:

Prepare and give a presentation on a proposal that you would like to implement in the residence halls. Please reflect on the current programs, residential populations, and facilities that serve as the framework for University Housing Services (UHS). Based on this reflection, prepare a proposal that you think would benefit the residents of UHS and enhance residential living. As the AHCs will be assigned to one of two of the residential communities, you are encouraged to think about the Center for Regenerative Studies or the Vista Suites when creating your proposal. Examples of topics include but are not limited to:

- Creating Community in Suite-Style Residences
- Learning Outside the Classroom
- Green/Environmentally Sustainable Living
- Graduate Preparation and Programs
- Theme Halls and Programming

Feel free to be creative in how you will present your proposal. Prepare and provide materials for the presentation. Your presentation should last for approximately 20-30 minutes. The remaining 30 minutes should include time for professional staff to ask you questions regarding your proposal and candidacy for the AHC position. Your target audience will be a panel of Residence Life professional staff members.

Please review the attached AHC Timeline for more information about this process.

VII. REFERENCES

Please use the attached candidate reference form Forms to solicit recommendations from two people. Recommendations can include faculty members, work supervisors, resident advisors or any other persons who are able to assess your leadership and performance potential as it applies to the residence life position. NOTE: Residence Life Team professional staff members (Residence Life Coordinators etc.) cannot be a reference in this process. Candidate reference forms are due to Building 59, La Cienega by 5:00pm on **Tuesday, February 6, 2009**.

VIII. APPLICANTATION INFORMATION

A COMPLETE APPLICATION WILL CONSIST OF:

- One Assistant Hall Coordinator Application, complete with inked signature on last page
- Corresponding responses to "Section V" questions attached to the application.
NOTE: Responses to "Section V" should be no longer than 3 pages, typed, double-spaced, 12 pt font.
- A Copy of an Unofficial Transcript. Transfer students please include a copy of Transcripts from previous institutions
NOTE: printed copy from internet is okay
- Two References (use "candidate reference form" in packet)
NOTE: Residence Life Team professional staff members (Residence Life Coordinators etc.) cannot be a reference in this process

IX. STATEMENT OF UNDERSTANDING AND RELEASE

I have read the information for the Assistant Hall Coordinator position and I meet the minimum qualifications and know the expectations of the positions. I understand that no application will be considered unless the application, reference forms, and type-written Short Essays are received by University Housing Services by the deadline of **February 6, 2009 at 5pm.**

I certify that all the statements I have made are true to the best of my knowledge. I authorize investigation of all statements contained in this application that may be necessary in arriving at an employment decision. I understand that this investigation includes checking university records to verify my G.P.A. as well as judicial and financial standing. In the event of employment, I understand that false or misleading information in my application or selection process may result in discharge. I understand if hired I may be asked to prove my identity and work authorization as required by the Immigration Reform and Control Act of 1986. Also, I understand that I am required to abide by all rules and regulations of the employer.

Signature: _____

Date: _____

California State Polytechnic University, Pomona does not discriminate against employees, students, or applicants on the basis of race, color, religion, national origin, sex, sexual preferences, marital status, pregnancy, disability, age, veteran status, or political affiliation



ASSISTANT HALL COORDINATOR SELECTION TIMELINE 2009 – 2010

Dear Applicant,

Thank you for your interest in a Residence Life position for the upcoming 2009-2010 year. There are few positions that offer opportunities for personal growth and challenge through the hands-on experience like the Residence Life positions. The rewards of positively impacting the lives of your peers are endless! The experiences, skills, and friendships you will develop in just one year will greatly impact you and those around you for your entire life.

As with any application and interview process, there are a number of requirements and deadlines that must be met, so please note the information listed below. This information is intended to serve as your guide throughout the process. Lastly, please realize that incomplete applications will not be considered. Have fun and good luck!

Assistant Hall Coordinator Selection Process Timeline

Friday, February 6 2009	All Application materials are due to Building 59 (La Cienega) by 5:00pm
Thursday, February 12, 2009	Assistant Hall Coordinator Interviews/Project Presentations Offered via CPP Email
Friday, February 13, - Tuesday, February 17, 2009	Candidates Sign Up for Interviews/Project Presentation times in Building 59 (La Cienega) (sign ups close Tuesday at 5pm)
Wednesday, February 18 – Thursday, February 19, 2009	Assistant Hall Coordinator Interviews/Project Presentations
Tuesday, February 24, 2009	Offer letters made available at Building 59, La Cienega by 3:00 pm.
Friday, February 27, 2009	Acceptance/Non-Acceptance replies due to Building 59, La Cienega by 5:00 pm

If you have any questions about the process, please call Jame'l Hodges, Coordinator of Residential Education & Leadership, at (909) 869-5103 or email at jjrhodges@csupomona.edu. Good luck during the selection process!

Jame'l Hodges
Coordinator of Residential Education & Leadership

Please detach this sheet from the application for your reference of important dates throughout the process.