



Residential Life

2013 – 2014 Community Leader Application

* Applications due Monday, January 28, 2013, by 5:00 p.m. in hardcopy at Residential Life

Residential Life is currently seeking applicants for the Community Leader (CL) position for the 2013-2014 academic year. The CL position is a fulfilling, challenging experience, and provides the opportunity for students to develop leadership skills and to form meaningful relationships, among myriad other benefits. CLs build community in their residence hall area, serve as a resource to their residents, and assist Residential Life with department processes, in addition to other responsibilities.

About the position:

Please see the Community Leader position description for greater detail. We also recommend attending an interest session to learn more and to speak with current CLs about their experiences. The position is truly rewarding and provides excellent experience for any career path. The CL role is an important and impactful one, and so it is important that well qualified individuals occupy the position. Skills and attributes we are looking for in candidates include:

- Excellent communication skills
- Positive, can-do attitude
- Flexibility and willingness to learn
- Team mentality
- Problem solving ability and creativity
- Ability to prioritize
- Initiative and motivation
- Follow-through; ability to complete tasks as requested
- Ability to follow directions
- Attention to detail
- Timeliness (in completing tasks, submitting materials, and arriving to commitments)
- Approachability / 'personable-ness'
- Willingness to make the time commitment

About the Recruitment/Application Process:

There are several steps to the CL selection process, consisting of:

- Interest sessions (optional, but highly encouraged)
 - Sunday, **Nov. 11**, 2012, 6:00 p.m., Persson Auditorium
 - Tuesday, **Nov. 13**, 2012, 5:00 p.m. Parker Commons
 - Wednesday, **Nov. 28**, 2012, 8:00 p.m., Ho 101
 - Thursday, **Jan. 24**, 2013, 6:00 p.m., Ho 101
- Application Completion/Submission
 - **DUE IN *HARDCOPY* TO RESIDENTIAL LIFE BY MONDAY, JANUARY 28TH, 2013, 5:00 p.m.**
 - Please *type* applications; handwriting is discouraged
 - Application must be accompanied by a current copy of the candidate's resume
 - Application must include two (2) completed recommendation forms, provided with the application.
 - One recommendation form is to be completed by a current or previous CL who is able to speak on behalf of the candidate; the second form is to be completed by a professional Colgate employee who is able to speak on behalf of the candidate. Only the two required *forms* will be considered; written letters or additional recommendations will not be reviewed. Recommendation forms must be submitted directly by the candidate, not the recommender, in a signed, sealed envelope along with the application. It is the candidate's responsibility to ensure that all application materials are submitted together and in their entirety. We recommend that candidate's give their recommenders ample time for form completion, sufficient notice, reminders if necessary, and thanks.
- Application Review
 - Candidates who pass the initial screening will be invited to attend a mandatory group process interview; those who do not pass the initial screening will be removed from the process at this time. All candidates will be notified of their status by **Feb. 1**, 2013.
- Group Process Interviews
 - Candidates who are invited to a group process interview will attend one of two date options: Wednesday, **Feb. 6**, 2013, 6:00 – 8:00 p.m.; or Friday, **Feb. 8**, 2013, 5:00 – 7:00 p.m.
 - Candidates who pass the group process interview will be invited to attend an individual interview; those who do not pass the initial screening will be removed from the process at this time. All candidates will be notified of their status by **Feb. 12**, 2013.
- Individual Interviews
 - Candidates who are invited to an individual interview will visit the Residential Life Office in Drake Hall between Wednesday, **Feb. 13 – 15**, 2013, 8:00 a.m. – 5:00 p.m., to sign up for an interview slot.
 - Interviews will occur the week of **Feb. 18 – 22**; interviews will be scheduled for an hour, and will be conducted by 2-3 current Residential Life staff members
- Notification
 - All candidates will be notified of their status by Friday, **March 1**, 2013 at 5:00 p.m. Successful candidates who have been selected for a CL position will be notified of their placement at this time. Candidates who have been offered a position will need to accept or decline their position in writing by Tuesday, **March 5**, 2013, at 5:00 p.m.

Important Dates:

Some dates of interest for successful candidates include (but are not limited to):

- Spring Connection and Orientation Event TBD
- Fall Training begins August 12, 2013
- CLs may depart for Winter Break December 22, 2013
- Winter Training begins January 15, 2014
- CLs may depart for Summer May 20, 2014 (subject to change to an earlier date)

Please direct any questions to Residential Life; we are happy to assist you and look forward to receiving your application materials on or before **Monday, January 28, 2013, by 5:00 p.m.** in hardcopy at Residential Life.

Colgate University
Residential Life
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