If any of these dates or times conflict with pre-existing commitments that you are unable to avoid please notify us at reslife@pdx.edu as soon as possible. The inability to cover a work shift is not an example of an excusable commitment.

Attending Mandatory Information Session
Information Sessions are an important way to learn more about the positions and the selection process. We are not hosting any live information sessions for this selection cycle. However, you will need to watch this recorded version of our Information Session from January. Please note, the dates/times are not accurate since this was filmed in January. The appropriate dates for this process are outlined on the application and this guide.

Applications
- Applications are due Tuesday, July 6, 2021 by 12pm (noon) and can be found at http://pdx.edu/housing/employment
- Applications consist of a completed application form, typed essay questions (see below), a current resume, and 1 recommendation. The online application will require you to attach your typed essay questions and resume to submit the application. The attachments must be in Word or PDF formats.
- This application form is entirely online. Once you start the online application you cannot save it and complete it later. When you want to start the application ensure that you have enough time to complete the entire application process, including attaching your required documents.
- Applicants who are not yet admitted to the university or have not been a PSU student during the previous academic year are not able to apply
- The application process will include a review of each applicants’ academic standing (GPA) and compliance with university and housing policies.
- If you would like to live on campus for the 2021-2022 academic year, whether you get a student leadership position or not, please go ahead and complete a housing contract (found at www.pdx.edu/housing).

Resume & Essay Questions
- Your resume and essay questions must be completed prior to starting the online application.
- Essay questions should be no more than 500-1,000 words combined and type responses.
- Please respond to the following essay prompts:
  - Tell us about yourself and why you are interested in the position.
  - Please describe your understanding of the position(s) that you have applied for. What different skills might be needed for each position?
What role does the position(s) you are applying for play in supporting the success of students living on campus?

**Recommendations**
- Applicants must submit 1 recommendation. The recommendation link can be found on our website. **It is up to you to email your recommender the recommendation link.**
- Do not wait until the day applications are due to ask a recommender to fill out the form. We encourage you to complete your application as soon as possible and to give your recommender adequate time to complete the recommendation form.
- Recommendation forms are submitted online by your recommender and are **due on Tuesday, July 6, 2021 by 12pm (noon).**

**Interviews**
- Applications will undergo an initial review the week of July 6\textsuperscript{th} to confirm application eligibility.
- The interview process consists of two parts, Individual Interviews and Scenario Interviews.
- All of the below dates/times are a required part of the application process. If none of the times listed work for you please email reslife@pdx.edu. The only exception we will accept is for class related reasons. We may ask you to provide proof that you are unable to attend for class related reasons.
  - **Individual Interviews**
    - The Individual Interviews will be approximately 30 minutes with two professional staff members. Applicants should prepare for the interview in advance. We encourage you to utilize the Career Center at PSU. Information for this resource can be found here: [http://pdx.edu/careers/interviewing](http://pdx.edu/careers/interviewing)
    - Individual Interviews for all positions will be **July 12\textsuperscript{th} – 13\textsuperscript{th}, 2021.** Applicants should plan accordingly and be available on these days. A limited number of slots will be available each day and you will identify your top three options for interview times on your application. We will later email you your interview date/time/Zoom link.
  - **Scenario Interviews**
    - After Individual Interviews take place we will review application and interview materials collected thus far and invite those candidates that will be moving forward in the process to Scenario Interviews.
    - Scenario Interviews be **July 15\textsuperscript{th} – July 16\textsuperscript{th}, 2021.** These will be structured similarly to the Individual Interviews. They are 30 minutes interviews with two professional staff members.
    - This allows Residence Life to assess candidates’ approaches to various situations that they may come across while in the student leadership position they are applying for.

**Selection Decisions**
- Candidates will be emailed decisions by **Wednesday, July 21\textsuperscript{st}, 2021.** Emails will go to their pdx email account only.
• If selected, candidates will be sent a Background Check Form from Human Resources and will be required to turn it in immediately.

Training Dates
If offered a position, you must participate in various trainings for the position you are applying for. We will provide you with an orientation module in D2L at the beginning of August and you will have three weekly summer training modules through D2L as well. Student leaders move in on September 8th, 2021 between 1pm and 5pm. Student leaders begin Fall Training on September 10th, 2021 and will have be in training, helping with move-in, or assisting with events through September 26th, 2021. A list of important dates can be found in the position description(s).
UHRL Student Leader Selection Checklist

☐ Preparing & Submitting Materials
  o View Information Session recording.
  o Ask for a recommendation from a person that can speak to your potential in the position(s) you are applying for and email them the link to the form.
  o Create or revise your resume and bring it to Career Center for feedback.
  o Ask Career Center for support with interviews and begin drafting questions that you have about the position.
  o Complete your essay questions
  o Complete your application online
    ▪ Submit your resume
    ▪ Submit your essay questions

☐ If informed that you’re moving forward at each stage of the process...
  o Attend Individual Interview
  o Attend Scenario Interview

☐ If offered a position...
  o Complete the student leader agreement by the deadline
  o Participate in Online Orientation and Summer Training Modules
  o Attend Fall Training in September