

## Summer Experiences 2018 Residential Supervisor Job Expectations

The role of the Residential Supervisor (RS) for Summer Experiences is to live on campus in one of the program residence halls, supervise Residential Program Assistants (PAs) and facilitate a successful summer residential experience for our students. **It is considered a full-time temporary position.** Visit our website at [summerexperiences.wustl.edu](http://summerexperiences.wustl.edu) for information about the program.

The RS position is a challenging and rewarding experience with opportunities to develop skills in many areas such as leadership, staff management, communication, educational and social programming, counseling, and crisis management. Your primary role is to work with PAs to create a positive residential community and a supportive academic atmosphere. You can achieve this by implementing educational and social activities, providing information about university resources, enforcing program policies and procedures, and communicating with parents regarding questions or concerns. A major tenant of our programs is an emphasis on the students' academic success and social development.

Our students are all minors under the age of 18. Thus we assume significant responsibility for the behavior and well-being of our students. We expect a strong commitment from our staff to this additional responsibility and work load.

### Specific Responsibilities

- Lead staff training sessions.
- Organize and hold weekly staff meetings to discuss issues, concerns, and upcoming events.
- Meet weekly with Director and other supervisors to coordinate program details.
- Monitor weekly one-on-one's and other interactions with students and provide feedback to Director.
- Meet individually with PAs as necessary to resolve staff or student issues.
- Manage on-duty staff and nights off calendars and insure proper staff coverage in residence halls.
- Conduct mid- and end-of-program performance evaluations for each PA.
- Oversee and adjudicate student disciplinary issues and documentation.
- Meet with students as necessary who have committed a policy offense.
- Consult with Director on serious infractions of procedures or policies by staff or students.
- Serve as program liaison with Summer Conferences, Campus Police, Residential Life, and off-campus providers.
- Create an environment conducive to intellectual discourse and promote healthy academic behaviors.
- Hold office hours if deemed necessary in order to be available to students.
- Plan and execute all social events in coordination with the Director and PAs.
- Manage social events budget in coordination with Director.
- Attend social events as needed.
- Coordinate and organize check-in and check-out weekends in coordination with Director.
- Manage student permissions to leave campus requests.
- Communicate with Facilities and Housekeeping concerning building operational malfunctions and cleaning problems.
- Respond to medical emergencies; accompany students to health center or emergency room.
- Communicate with parents regarding health concerns or medical emergencies.
- Communicate academic concerns to Director and other supervisors.
- Provide assistance to Director as needed.
- Other duties as assigned.

### RS Application/Interview Dates

- February 16: RS applications due.
- February 19: Notification as to whether you have been selected to interview for the position.
- February 20-23: Interviews.
- March 16: Selection of RS for 2018 announced
- April 6: Contract due back

### Required Dates for Summer 2018

- ResLife training May 11
- Position Start Date June 4
- Position End Date August 18

**Required Qualifications**

- At least 21 years old.
- Bachelors Degree received by June 4, 2018.
- Current or former Washington University student preferred.
- Prior experience working with 11-17 year olds.
- Strong written and oral communication skills.
- Strong interpersonal and critical thinking skills.
- Ability to manage high stress situations.
- Strong organizational skills.
- Ability to function autonomously
- Ability to complete tasks by communicated deadlines.
- Prior supervision experience.
- Prior experience working in a residential setting preferred.

**Compensation**

- Stipend of \$7,425.
- \$1,650 in Bear Bucks.
- Housing in the residence hall from June 3-August 18.

**Application Deadline**

Turn in application and supporting materials in a single envelope by February 16, 2018:

Summer Experiences-Residential Supervisor Application  
CB 1145  
11 N. Jackson Road, Suite 1000  
St. Louis, MO 63105-2153

or by email to Becki Baker, Director of Pre-College Programs, [b.baker@wustl.edu](mailto:b.baker@wustl.edu)



# Washington University in St. Louis

## Summer Experiences 2018 Residential Supervisor Application

**General Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Country

Are you authorized to work in the United States?  Yes  No

Are you already employed by WashU?  Yes  No If Yes, what is your WashU Employee ID Number? \_\_\_\_\_

Foreign Languages Spoken: \_\_\_\_\_

Were you referred by someone for this position?  Yes  No If yes, by whom? \_\_\_\_\_

**Short Answer:**

Briefly answer each question, and attach:

1. What is your motivation for applying to be a Residential Supervisor?
2. Read the job description carefully. What skills/abilities/experience do you have that would make you successful?

**References:**

Please list two references. Have them each complete the Reference Form and return it to you in a sealed envelope to submit it with your application.

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Employment Record:**

Attach a résumé that includes any relevant work and academic experience.

**Signature:**

I certify that the information contained herein is true, complete, and correct. I understand that all materials pertaining to my employment become the property of Washington University.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Washington University in St. Louis

## Summer Experiences Supervisor Reference Form

Name of Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

Would you hire the applicant to work with students aged 11-17?  yes  no  
Please explain:

Are there any factors that might limit the applicant's effectiveness in a pre-college setting?  yes  no  
Please explain:

Would you hire the applicant to supervise a group of undergraduate students?  yes  no  
Please explain:

Please describe the work ethic of this applicant.  yes  no  
Please explain:

**Please check the following as they apply to the applicant:**

	Outstanding	Above Average	Average	Below Average	Unknown
Communication Skills (voice, command of language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (integrity, loyalty, sincerity, trustworthy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Ability (takes charge, listens to others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy/Compassion for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach to this form any additional comments concerning the applicant.



# Washington University in St. Louis

## Summer Experiences Supervisor Reference Form

Name of Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

What is your relationship with the applicant? \_\_\_\_\_

Would you hire the applicant to work with students aged 11-17?  yes  no  
Please explain:

Are there any factors that might limit the applicant's effectiveness in a pre-college setting?  yes  no  
Please explain:

Would you hire the applicant to supervise a group of undergraduate students?  yes  no  
Please explain:

Please describe the work ethic of this applicant.  yes  no  
Please explain:

**Please check the following as they apply to the applicant:**

	Outstanding	Above Average	Average	Below Average	Unknown
Communication Skills (voice, command of language)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Character (integrity, loyalty, sincerity, trustworthy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Ability (takes charge, listens to others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empathy/Compassion for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach to this form any additional comments concerning the applicant.