

SAVANNAH COLLEGE OF ART AND DESIGN

STUDENT LEADERSHIP

APPLICATION PACKET

SCAD[®]

The University for Creative Careers[®]

CONTACT INFORMATION

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IMPORTANT DATES 2009-10

Student Leadership Information Meetings

Attendance at these meetings is optional.
You do not have to attend a meeting to apply.

JAN. 5

**6 p.m., Boundary Village common room,
701 W. Jones St.**

**8 p.m., Dyson House lounge,
121 W. Boundary St.**

JAN. 6

**6:30 p.m., Student Center,
120 Montgomery St.**

JAN. 7

10 a.m., Habersham Hall

JAN. 8

**10 a.m., Welcome Center, Poetter Hall,
342 Bull St.**

1 p.m., Barnard Village common room

Student Leadership Workshops

Attendance at these workshops is optional.

JAN. 13

3-4 p.m., Student Center, second floor

Leadership workshop—

Bulletproof your Résumé and Ace Your Interview

JAN. 15

2-3 p.m., Student Center, second floor

Leadership workshop—

Bulletproof your Résumé and Ace Your Interview

JAN. 22

3-4 p.m., Student Center, second floor

Leadership workshop—

Bulletproof your Résumé and Ace Your Interview

Student Leadership Application Timeline

JAN. 4

Applications available

JAN. 29

**9 a.m.-2 p.m., Arnold Hall,
1810 Bull St.**

LEAD Conference

FEB. 1

Applications due to office of student involvement

FEB. 12

Individual interview day

FEB. 19

Group process (residence life only)

MARCH 5

Candidates notified of selection

MARCH 11

Candidates must accept or decline
leadership positions

ADMISSION

SCAD Art Smarts Counselor

WHAT IS ART SMARTS?

SCAD and Savannah Arts Academy combine creative forces to offer a unique summer day-camp experience for young people ages 7 to 14. A thematic curriculum is offered in studio art, computer art, and performing arts/production design.

Art Smarts counselors are integral members of the Art Smarts staff. Counselors are responsible for promoting a strong camp community through camper supervision, classroom support and the planning and facilitating of extracurricular activities.

STUDENT QUALIFICATIONS

- Possess and maintain a GPA of 2.66 or higher.
- Complete at least 30 credit hours (either at or transferable to SCAD) prior to assuming the position.
- Maintain good disciplinary standing with residence life and housing and SCAD.

DATES OF SERVICE

- Training: July 7-9
- Camp: July 12-30

PERSONAL RESPONSIBILITIES

- Conduct one's self in a professional manner and exhibit role model appropriate behavior.
- Demonstrate community development and programming responsibilities.
- Assist teachers in individual and group instruction. Encourage and reinforce responsible and mature behavior on a daily basis.
- Work individually and as a member of a staff team to plan and implement extracurricular activities.

STAFF RESPONSIBILITIES

- Attend and participate in all camp-related meetings and training, including but not limited to pre-camp training and weekly staff meetings.
- Arrive each camp day prior to the arrival of the campers and remain until all individually assigned campers have departed.
- Serve as an open and active communication link between campers, teachers and parents.

ADMINISTRATIVE RESPONSIBILITIES

- Supervise the check-in and checkout of assigned campers.
- Confirm daily no-shows to coordinator and provide assistance with all opening and closing functions.
- Be alert to safety and security issues and take appropriate action to ensure the safety of the campers and the proper notification of the camp coordinator.

SUPPLEMENTAL APPLICATION

QUESTIONS

Answer the following questions in your cover letter:

- What motivated you to apply for the Art Smarts counselor position?
- Why is it vital that an Art Smarts counselor be a good role model?
- If you had to choose three qualities or traits that an Art Smarts counselor would utilize to be successful, what would they be and why?
- What populations of students are you interested in working with? Indicate ages 7-9, ages 10-12 or ages 13-14. Explain your answer.
- What experience do you have working with youth?

REMUNERATION

Art Smarts counselors receive \$8 an hour based on 30 hours per week. The stipend is paid in one installment at the conclusion of the final Art Smarts camp.

Rising Star and SCAD Summer Seminars Assistant

Rising Star and SCAD Summer Seminars are summer programs for high school students offered through the admission department. Applicants may indicate their program of choice, but will be considered for both. Rising Star assistants will also work the Art Educators' Forum, a one-week residential program for educators.

WHAT IS RISING STAR?

This five-week residential program in Savannah offers rising high school seniors a real college experience. Taught by SCAD professors, the courses are challenging. Students who successfully complete the Rising Star program earn college credit, which may be applied toward a

baccalaureate degree at SCAD or at other colleges or universities (course credits are applied to degree requirements at the discretion of the accepting institution). Rising Star students have the opportunity to advance their knowledge and preparation toward a degree and career in the arts. Outside class, students complete assignments, take field trips, socialize, and enjoy the parks and other local attractions. RSAs will also work the weeklong Art Educators' Forum after Rising Star. AEF provides workshops for art teachers to learn new skills and network with colleagues while living in a SCAD residence hall.

WHAT ARE SCAD SUMMER SEMINARS?

SCAD Summer Seminars are residential summer workshops designed for high school students who have completed their first-year, sophomore or junior years. Students take two separate workshops over the course of the week. Outside of class times, students participate in activities and social events on and off campus.

POSITION DESCRIPTION

Available to work June 13–July 31

- Serve as a role model and SCAD representative to students and parents
- Serve as a live-in staff member in a residence hall
- Help students with personal and academic concerns as they relate to the programs
- Attend RS/SSS/AEF activities, trips and programs
- Assist in planning, promotion and implementation of activities that build community among students and help acclimate them to SCAD and Savannah
- Share rotating night duty with staff members
- Offer input in the development and evaluation of RS/SSS
- Assist with administering residence life and housing and RS/SSS/AEF policies
- Complete other duties as assigned

POSITION QUALIFICATIONS

- Possess and maintain a GPA of 2.66 or higher
- Previous leadership experience
- Enthusiasm, confidence and compassion
- Prior experience living in a residence hall for two quarters at SCAD or another institution.

ADDITIONAL INFORMATION

- Assistants are permitted to take one summer class during the program; the class must be at either 8 a.m. or 2 p.m.
- Assistants are not permitted to hold outside jobs.
- If not taking classes, assistants must find alternative housing once the program is complete.
- If taking a class, once the program is complete assistants may be permitted to stay in the residence hall (room assignment is subject to change).

SUPPLEMENTAL APPLICATION QUESTIONS

Answer the following questions in your cover letter:

- What influenced your decision to attend SCAD?
- Describe your educational and social experiences at SCAD.
- What motivated you to apply for the Summer Seminars/Rising Star assistant position?
- What does it mean to be a good role model? Why is it vital that a Summer Seminars/Rising Star assistant be a good role model for the high school students attending the programs?
- If you had to choose three qualities or traits that a Summer Seminars/Rising Star assistant would utilize to be successful, what would they be and why?

REMUNERATION

- Free room in building where program is located
- Free meal plan for duration of program
- Flat rate equivalent to 20 hours per week at minimum wage for duration of program less all taxes
- Admittance to RS/SSS programs, trips and activities

Student Ambassador

The SCAD student ambassador program is a leadership organization for current SCAD students interested in promoting the college through interaction with prospective students. Student ambassadors serve as hosts for prospective students and their families throughout the year, helping to answer questions and assist visitors from a student's perspective.

Student ambassadors participate in a variety of activities and events and are trained in various aspects of the admission process. They learn SCAD history and become familiar with university resources. Student ambassadors gain leadership, public speaking, self-promotion, networking and professional skills through working on committees and taking on responsibilities for the organization.

SCAD student ambassadors are affiliated with the nationally recognized CASE Affiliated Student Advancement Programs. This organization holds regional and national conferences, which SCAD student ambassadors are encouraged to attend. There are several opportunities for student ambassadors to get involved.

SUMMARY OF RESPONSIBILITIES

STUDENT LEADERSHIP

SCAD student ambassadors may serve in leadership positions including membership coordinator, ambassador events coordinator, buddy coordinator, electronic media coordinator, SCAD Day coordinator, Young at Art coordinator, and training coordinator.

SCAD DAYS

SCAD Days are visitation days hosted by the admission department to welcome hundreds of prospective students and their families to tour the university and learn more about the admission process and student life at SCAD. During these events, student ambassadors serve as shuttle bus tour guides and share their own SCAD experiences. Student ambassadors are required to work Saturday SCAD Days.

AMBASSADOR BUDDY SYSTEM

Through the buddy system, visiting prospective students have opportunities to attend class, have lunch or correspond by e-mail with a SCAD student ambassador.

HOMETOWN HEROES

In the Hometown Heroes program, SCAD students are encouraged to visit their former high schools or colleges during SCAD breaks (winter, spring or summer) and be a student SCAD representative for a day. Ambassadors facilitate training sessions and provide students with literature and SCAD gifts for their class visits.

YOUNG AT ART

A team of SCAD student ambassadors offers workshops at area middle and elementary schools.

CALL-A-THONS

Student ambassadors are trained on telephone etiquette and admission policies and make phone calls to prospective students.

COLLEGE EVENT VOLUNTEERS

Student ambassadors assist with university events including the annual Scholarship Gala, Commencement and special tours. In this capacity, student ambassadors often mingle with VIPs and special guests.

SUPPLEMENTAL APPLICATION QUESTIONS

Answer the following questions in your cover letter:

- Why did you choose to come to SCAD?
- You are giving a VIP college tour. What factors do you take into consideration when preparing to represent student ambassadors and SCAD?
- You are giving a tour to a small group of parents and students on SCAD Day and a parent asks you, "What is your least favorite thing about the college?" What would your response be?
- What extra- or co-curricular activities have you been involved in? How have these enhanced your SCAD experience?
- What do you think are the top advantages to being a SCAD graduate?
- What are your plans after graduation?
- What advice would you give entering students?

STUDENT AMBASSADOR INTERVIEW AVAILABILITY

Indicate all the times and dates you are available for interviews. Students who are also applying for positions in other departments will be assigned an interview time Friday, Feb. 12.

MONDAY

9-10:30 a.m. 11 a.m.-1:30 p.m. 2-4:30 p.m. 4:30-5:30 p.m.

TUESDAY

9-10:30 a.m. 11 a.m.-1:30 p.m. 2-4:30 p.m. 4:30-5:30 p.m.

WEDNESDAY

9-10:30 a.m. 11 a.m.-1:30 p.m. 2-4:30 p.m. 4:30-5:30 p.m.

THURSDAY

9-10:30 a.m. 11 a.m.-1:30 p.m. 2-4:30 p.m. 4:30-5:30 p.m.

International Student Assistant

JOB RESPONSIBILITIES

- Assist with check-in and registration procedures.
- Be available to respond to new international students' concerns, questions and needs.
- Serve as a role model to students.
- Interact with parents.
- Attend orientation activities as requested.
- Explain college policies.
- Facilitate small group discussions and answer a variety of questions. Be prepared to distribute your SCAD e-mail address to your small group and respond to any e-mails you may receive.
- Report student and parent concerns to proper college officials.
- Always arrive on time prepared to work.
- Display a positive attitude toward the college and its mission.
- Enjoy meeting new people and have lots of fun!
- Take on other duties as assigned by ISSO staff.

QUALIFICATIONS

- Previous leadership experience
- Enthusiasm, compassion and confidence
- Willingness to get involved in college activities
- Ability to participate in training sessions
- Ability to work the required schedule during orientation events
- Flexibility, open-mindedness and a sense of humor
- Knowledge of Savannah and the surrounding community
- Familiarity with SCAD programs and policies
- Ability to work in a group environment and interact with other students effectively
- Knowledge of issues that affect first-year international students and strategies for success

RESIDENCE LIFE AND HOUSING

Resident Assistant

Resident assistants are integral members of the residence life and housing staff, as they have the most direct and constant student contact. RAs are responsible for fostering individual and community development and promoting residents' academic and personal growth. RAs serve as a communication link between the building residents and the residence life and housing office.

QUALIFICATIONS

- Possess and maintain a GPA of 2.66 or higher.
- Complete at least 30 credit hours (either at or transferable to SCAD) prior to assuming the position.
- Register for and maintain an academic load of exactly 15 quarter hours.
- Maintain good disciplinary standing with residence life and housing and SCAD.

PERSONAL RESPONSIBILITIES

- Conduct themselves in a professional manner, demonstrate role model appropriate behavior, and comply with the SCAD Code of Student Conduct and Housing License Agreement at all times.
- Accept and promote the mission and goals of residence life and housing.

COMMUNITY DEVELOPMENT AND PROGRAMMING RESPONSIBILITIES

- Understand and commit to building a strong residential community in order to enhance the educational and learning experience.
- Assist residents in individual and group conflict mediation.
- Encourage and reinforce responsible and mature behavior.
- Support the diverse populations in the building by advocating for individual needs.
- Work individually and as a member of a staff team to plan and implement programs.

STAFF RESPONSIBILITIES

- Participate in staff development activities, including but not limited to weekly staff meetings, in-services, individual meetings, the RA selection and recruitment process, and early fall housing sign-up.
- Attend and participate in all training sessions, including but not limited to fall training and winter training.
- Arrive for the opening of the residence halls and apartments prior to the arrival of residents, to assist staff in preparing the buildings for occupancy and remain until the closing date for each quarter.
- Participate in the on-call duty schedule and understand that the frequency of duty varies from building to building.
- Serve as an open and active communication link, working cooperatively with other departments at SCAD.

ADMINISTRATIVE RESPONSIBILITIES

- Assist in the maintenance and improvement of facilities by reporting damages and encouraging students to take responsibility for their actions.
- Participate in occupancy-related processes including check-in and checkout procedures, room changes, confirmation of no-shows, and opening and closing functions.
- Be alert to safety and security issues and take appropriate action to ensure the safety of the residents and the proper notification of the residence director.

SUPPLEMENTAL APPLICATION QUESTIONS

Answer the following questions in your cover letter:

- What motivated you to apply for the resident assistant position?
- What does it mean to be a good role model? Why is it vital that a resident assistant be a good role model?
- If you had to choose three qualities or traits that a resident assistant would utilize to be successful, what would they be and why?
- How do you foresee the resident assistant position impacting your lifestyle (academics, extracurricular activities, relationships, etc.)?
- What skills or abilities do you hope to improve or gain from being a resident assistant? How will these improve your abilities as an artist and further your career interests?
- List any residence hall programs you attended this year.
- What populations of students are you interested in working with? Indicate first-year (freshmen), upper-class or both. Explain your answer.
- Are you willing to work in an apartment community or nine-month continuous housing option? Indicate yes or no.
- Are you only able to accept an apartment option? Indicate yes or no. If you answer yes, explain why an apartment option is the only option available to you.

REMUNERATION

All resident assistants receive a free meal plan when the dining hall is in operation as well as a discounted housing rate each quarter. Resident assistants also receive a stipend of minimum wage/work-study based on 20 hours per week. The stipend is paid in bi-weekly installments during the term of the employment agreement. Resident assistant applicants should contact their student account representative to discuss how their financial aid package may be affected by accepting a position should it be offered. International students are encouraged to contact the bursar's office to determine what effect, if any, this position will have on their student account.

Orientation Assistant

SUMMARY OF RESPONSIBILITIES

SUMMER SWARM

Orientation assistants, if assigned, assist in facilitating the Summer Swarm program by serving as ambassadors and information resources to Summer Swarm participants, serving as first-response/first-reporting sources for a crisis management team and college security, and monitoring the Summer Swarm residential facility for policy or safety infractions.

FALL ORIENTATION

- Orientation assistants assist in facilitating the fall orientation program by running assigned stations, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
- Orientation assistants help in the facilitation of library tours and computer orientation as assigned.

WINTER, SPRING AND SUMMER QUARTER ORIENTATION

- Orientation assistants assist in facilitating winter, spring and/or summer orientation programs as assigned by running assigned stations, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
- Orientation assistants help in the facilitation of library tours and computer orientation as assigned.

FIRST-YEAR EXPERIENCE CLASSES

- Orientation assistants help facilitate FYE classes.
- Orientation assistants serve as peer mentors and answer questions in and out of class.
- Orientation assistants keep attendance for FYE classes.

EDUCATION AND/OR EXPERIENCE

Orientation assistants must be currently enrolled full-time SCAD students who possess appropriate communication, networking and presentation skills or equivalent combination of education and experience. Orientation assistants must maintain a cumulative GPA of 2.66 or above.

HOURS

Hours are assigned as needed for orientation weekend events (fall, winter, spring and summer, including Summer Swarm and First-year Experience course presentations).

SUPERVISION

Orientation assistants report directly to the assistant director of student involvement.

Student Activities Council Coordinator

SAC coordinators are integral parts of the SAC and the student involvement office and serve as resources for students and staff. Coordinators plan and execute college-wide events and activities. The coordinator job responsibilities are as follows:

- Serve on a team of coordinators creating event and activity programming for SCAD and the Savannah community.
- Staff the SAC office a minimum of 10 hours per week.
- Attend weekly staff meetings.
- Publicize campus events.
- Produce events geared to one of the following areas: movies, lectures, special events, publicity or traditions.
- Attend all events organized by SAC.
- Maintain records of events.
- Maintain upkeep of office.
- Stay informed about other programs' events.

REQUIREMENTS

- Reliability to fulfill scheduled office hours
- Professional attitude in the workplace
- Ability to work in a team environment
- Initiative to plan and organize projects
- Cumulative GPA of 2.66 or above
- Continued full-time student status (12 hours or above)
- At least two full quarters of previous SCAD attendance

REMUNERATION

Coordinators receive a monthly stipend of \$200 based on 10 hours per week. The stipend is paid in monthly installments during the term of the working agreement.

Service Opportunities for Students Service Coordinator

Service coordinators are integral members of the student involvement team. Their role is to provide opportunities for students to participate in community service. These projects prepare students for future careers and community involvement through service. The service coordinator's job responsibilities are as follows:

- Serve on a team of coordinators creating community service programming for SCAD and the Savannah community.
- Staff the SOS office a minimum of 10 hours per week.
- Attend weekly staff meetings.
- Publicize projects.
- Prepare, organize and attend projects.
- Follow up with volunteers and agencies (thank-you cards, phone calls, e-mails).
- Maintain records of volunteer hours.
- Maintain upkeep of office.
- Stay informed about other programs' projects.
- Act as liaison with community agencies and service sites.
- Coordinator positions include: Pet Project, Healing and Education Through Art, Special Events, Alternative Spring Break, Publicity, Kids Café and Habitat for Humanity.

REQUIREMENTS

- Reliability to fulfill scheduled office hours
- Professional attitude in the work place
- Ability to work in a team environment
- Initiative to plan and organize projects
- Cumulative GPA of 2.66 or above
- Continued full-time student status (12 hours or above)
- At least two full quarters of previous SCAD attendance

REMUNERATION

Service coordinators are hired as work-studys through SCAD; therefore SCs must be work-study eligible. Students not already receiving financial aid are not eligible for work-study. The wage is federal minimum wage. It is the responsibility of the SC to fill out bi-weekly timesheets and leave them for processing. Paychecks are acquired one week after timesheets are turned in.

Service Opportunities for Students Student Director

The SOS student director leads SOS with scheduling, organization, budgeting and contact with service coordinators. The role exists to provide an opportunity for students to organize community service projects and network with other students. The director's job responsibilities are as follows:

- Attend projects coordinated by service coordinators regularly.
- Maintain records of volunteer hours.
- Schedule service coordinators for office hours each quarter.
- Update office changes and maintain weekly contact with service coordinators.
- Coordinate hiring new service coordinators, including publicity and interviews.
- Arrange and lead weekly staff meetings.
- Attend weekly meetings with staff adviser.
- 10 office hours per week (these hours subject to change).

REQUIREMENTS

- Reliability to fulfill scheduled office hours
- Professional attitude in the workplace
- Ability to work in a team environment
- Initiative to plan and organize projects
- Cumulative GPA of 3.0 or above
- Continued full-time student status (12 hours or above)
- At least two full quarters of previous SCAD attendance

REMUNERATION

Student directors are hired as work-studys through SCAD; therefore SDs must be work-study eligible. Students not already receiving financial aid are not eligible for work-study. The wage is federal minimum wage. It is the responsibility of the SD to fill out bi-weekly timesheets and leave them for processing. Paychecks are acquired one week after timesheets are turned in.

Jump Start Student Assistant

SUMMARY OF RESPONSIBILITIES

- Jump Start student assistants shall attend the student leader general orientation and the Jump Start-specific orientation prior to fulfilling position responsibilities.
- Jump Start student assistants shall assist in facilitating the Jump Start program by serving as first response/first reporting sources for a crisis management team and college security, monitoring Jump Start residential facility for policy and/or safety infractions, and serving as ambassadors and information resources to Jump Start participants.

ORIENTATION

Jump Start student assistants shall assist in facilitating the orientation program by co-facilitating specific program content presentations with the Jump Start professional staff, leading student groups to specific locations, organizing and facilitating evening activities for student participants, and answering questions for staff, families and students.

POST-ORIENTATION

- Jump Start student assistants shall participate in a program evaluation and debriefing process with the professional staff in order to promote continuous improvement of programming.
- Jump Start student assistants, if they choose (for additional remuneration), shall attend weekly Jump Start support groups the immediate quarter following the Jump Start orientation and host at least one organized group activity per month during that quarter.

EDUCATION AND/OR EXPERIENCE

Jump Start student assistants must be actively registered with SCAD counseling and student support services as a student with a diagnosed disability and have a minimum of a 3.0 GPA. Skills required include: appropriate communication, networking and presentation skills, or equivalent combination of education and experience.

HOURS

Hours are assigned as needed for orientation.

SUPERVISION

Jump Start student assistants report directly to the Jump Start orientation program professional staff.

SUPPLEMENTAL APPLICATION QUESTIONS

Answer the following questions in your cover letter:

- What messages do you feel are the most important to communicate to new students with disabilities and/or provisionally admitted?
- Why is it vital that a Jump Start student assistant be a good role model?
- What does it mean to act professionally?
- What do you perceive as the responsibilities of a student assistant?
- List any SCAD activities in which you are involved.
- Describe any experiences you have had that you believe have prepared you for this position.

Resident Assistant Supplemental Application



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In addition to the student leadership application, cover letter and résumé (due Monday, Feb. 1), resident assistant candidates will need to complete this form and include a one-page reflection paper. This completed form and one-page reflection paper should be submitted at your scheduled interview on Friday, Feb. 12. **You will not be permitted to interview, and your application will be considered incomplete without this form and additional one-page reflection paper.**

The activities listed below are intended to provide you with hands-on examples of the activities and responsibilities that resident assistants have in their position. You will need to complete the four required activities and one of the two additional activities. At the end of each activity, have a residence life and housing staff member in attendance stamp, initial and date the appropriate box.

After completing the four required and one additional activity, **attach a minimum one-page reflection to this form that answers the following questions:**

What have you learned about the role of the resident assistant position at SCAD? Examples of discussion items in your one-page reflection can include:

- Insights you gained from the activities
- Qualities and traits of successful resident assistants and why
- How you foresee the position impacting your lifestyle
- What you hope to contribute to and gain from the position
- How the position will impact your abilities as an artist and further your career interests
- The type of population you wish to work with (i.e. first year, upperclass, and/or apartment housing) and why
- Anything else you would like to share relative to your skills, experience and intentions for consideration by the selection committee

Candidate name _____

SCAD ID number _____

SCAD e-mail address _____

@student.scad.edu

| | | |
|---|---|---|
| <p>Residence life sponsored program</p> <p>REQUIRED (complete all 4)</p> <p>Contact RA for locations and times</p> | <p>Duty with an RA</p> <p>REQUIRED (complete all 4)</p> <p>Contact RD to schedule location and time</p> | <p>Student leadership workshop</p> <p>ADDITIONAL (complete 1 of 2)</p> <p>Jan. 13, 3–4 p.m. Jan. 15, 2–3 p.m. Jan. 22, 3–4 p.m. Student Center</p> |
| <p>LEAD Conference</p> <p>REQUIRED (complete all 4)</p> <p>Jan. 29 Arnold Hall</p> | <p>Meeting with an RD</p> <p>REQUIRED (complete all 4)</p> <p>Contact RD to schedule location and time</p> | <p>Community Council meeting</p> <p>ADDITIONAL (complete 1 of 2)</p> <p>Contact RD for location and time</p> |

RESIDENCE DIRECTOR CONTACT INFORMATION

Kerry Mullen Turner House and Turner Annex · 912.525.8408
 Amy Baumgart Turner House and Turner Annex · 912.525.8407
 Michael Dixon Weston House and Boundary Village · 912.525.7250
 Lauren Corey Dyson House · 912.525.7161
 Kendra Parson Barnard Village, Pulaski House, Forsyth House and Alice House · 912.525.7001
 Eric Pohlman Oglethorpe House · 912.525.7009

Student Leader Application

To be completed by all applicants for any position



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APPLICATION INSTRUCTIONS AND GENERAL TIPS

- Print or type all information completely and legibly.
- For each position you are applying for, submit a separate:
 - application
 - résumé
 - cover letter
- In your cover letter, be sure to answer the supplemental questions for the position(s) you are applying for.
- Recommendation forms are required for Residence Life positions.
- Career services is hosting a résumé, cover letter and interviewing session at the Student Center, Jan. 13, 3-4 p.m., Jan. 15, 2-3 p.m. and Jan. 22, 3-4 p.m. to assist in application preparation.
- Read over each position description and supplemental application materials. Each position has supplemental materials to be submitted in order for your application to be considered complete.

- Only submit supplemental application materials specific to the position you are applying for. Other departments are not responsible for ensuring that your application materials make it to the appropriate department.
- Drop off all completed applications to the Student Center by Feb. 1, 4 p.m.
- Each department will contact you individually as you progress throughout the process.
- If applying for multiple positions, you may be required to participate in multiple selection processes.
- Decisions or exceptions made by one department should not be assumed unilaterally accepted by all departments.
- Each department has a different selection timeline. You should receive this timeline when first contacted after the application due date.
- Enjoy the process and be confident in yourself! Each great journey starts with a single step.

The Savannah College of Art and Design is committed to equality of opportunity and does not discriminate based on race, ethnicity, cultural or national origin, religious or political affiliation, sex, age, or mental and/or physical challenges.

I AM APPLYING FOR THE FOLLOWING POSITIONS (check all that apply)

While the departments use the same application form, applications will be reviewed separately by each department. Submit a separate copy of all application materials for each position. Photocopies of originals are acceptable.

- Admission** SCAD Art Smarts counselor SCAD Summer Seminars assistant/Rising Star assistant Student ambassador
- International Student Services** International orientation assistant
- Residence Life** Resident assistant
- Student Involvement** Orientation assistant Student Activities Council director/coordinator
 Service Opportunities for Students director/coordinator
- Counseling and Student Support Services** Jump Start assistant

GENERAL INFORMATION

| | | | | | | |
|---|----------------------------------|---------------------------------|------------------------------|-------------------------------|--------------------------------|----------------|
| Name | | | | | | SCAD ID number |
| Class standing (as of application date) | <input type="radio"/> First-year | <input type="radio"/> Sophomore | <input type="radio"/> Junior | <input type="radio"/> Senior | <input type="radio"/> Graduate | |
| Did you transfer to SCAD? | <input type="radio"/> Yes | <input type="radio"/> No | | | | |
| Date of birth | / | / | Sex | <input type="radio"/> Female | <input type="radio"/> Male | |
| Cumulative GPA | Major GPA | Major | Minor | | | |
| Anticipated graduation date | / | / | Location | <input type="radio"/> Atlanta | <input type="radio"/> Savannah | |

CONTACT INFORMATION

| | | | | | | | |
|--|-----------------------------------|-----------------------------------|---------------------------------------|--|------------------------------|------------------------------------|------------------------------|
| SCAD e-mail address _____ | @student.scad.edu | Mobile number | | | | | |
| SCAD building (if applicable) | <input type="radio"/> ACA House | <input type="radio"/> Alice House | <input type="radio"/> Barnard Village | <input type="radio"/> Boundary Village | <input type="radio"/> Dyson | <input type="radio"/> Forsyth | |
| Room number _____ | <input type="radio"/> The Terrace | <input type="radio"/> Oglethorpe | <input type="radio"/> Pulaski | <input type="radio"/> Spring House | <input type="radio"/> Turner | <input type="radio"/> Turner Annex | <input type="radio"/> Weston |
| Off-campus street address (if applicable) | | | | | | | |
| City | State | ZIP | Phone number | | | | |
| Permanent street address (if different than above) | | | | | | | |
| City | State/Country | ZIP/Postal code | Phone number | | | | |

COVER LETTER AND RÉSUMÉ

Include a professional cover letter outlining your interest and applicable skills. Your cover letter should answer the supplemental questions. It is advised that you write a different cover letter for each position you are applying for. Your résumé should include the following areas: education, employment history, student activities and/or volunteer experience, applicable skills and any honors or awards you have received. Include your cover letter and résumé with this application form.

ADDITIONAL INFORMATION

TIME/INVOLVEMENT COMMITMENTS

List any employment or major time commitments you have for the 2009-10 academic year (jobs, internships, extracurricular activities, athletics, etc.) and the estimated number of hours you will be involved in each. Note that some of the positions may ask you to limit your outside time commitments.

| Type of commitment and description | Estimated hours per week |
|------------------------------------|--------------------------|
| | |
| | |
| | |

REFERENCE INFORMATION

| Name, title and organization | Relationship | Contact phone number and e-mail address |
|------------------------------|--------------|---|
| | | |
| | | |

DISCLOSURE AND AGREEMENT

I understand the criteria for selection will vary based on the position(s) I am applying for. It is my responsibility to ask questions during the application and selection process to ensure that I am fully aware of all obligations, requirements and specific policies. I understand my GPA will be verified and may be a condition of employment for some positions. I further understand that infractions of the Code of Student Conduct and Housing License Agreement may be considered in the selection process, and I authorize my conduct record to be reviewed by each department to which I submit an application (you may choose to provide an explanation for GPA or conduct situations by including a separate sheet of paper with your application).

I understand that if I am offered a position, I may be required to return to SCAD up to two weeks prior to the start of the fall quarter and may also be required to return to SCAD up to five days prior to the start of winter quarter.

I agree that all of the information I have provided is true and accurate to the best of my knowledge.

Signature

Date / /

Student Leader Recommendation

TO BE COMPLETED BY APPLICANT

Student name _____ Date / /

Position applied for _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and sign your name in the space provided so the reference may be advised of your choice.

Confidential file

I grant permission for this letter of recommendation to be held confidential by the Savannah College of Art and Design. This means that I waive my right to have access to this reference.

Open file

I retain the choice of having letters of reference available to me.

Student's signature _____ Date / /

TO BE COMPLETED BY REFERENCE

The information requested below will assist greatly in the review of this student's application for a student leader position at SCAD. Elaborate on any item on an attached sheet. Note: The student should provide you with an envelope, which you should seal and initial on the sealed flap after enclosing the completed form. This recommendation form will be submitted by the student with his/her application and is confidential unless the student opts to retain the choice having the letters of reference available to him or her. If you prefer, you may send this directly to Student Involvement, Savannah College of Art and Design, P.O. Box 3146, Savannah, GA 31402-3146 USA.

Name _____ Title _____

Institution/Company _____

How long have you known the applicant and in what context? _____

| RATING OF INDIVIDUAL | EXCELLENT | GOOD | FAIR | POOR | UNKNOWN |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adaptability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emotional maturity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to interact with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dependability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Stress tolerance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Effective use of time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Leadership | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assertiveness | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

What challenges do you foresee for this applicant in this leadership position?

What do you feel the applicant has to offer this leadership position?

Reference's signature _____ Date / /

Student Leader Recommendation

TO BE COMPLETED BY APPLICANT

Student name _____ Date / /

Position applied for _____

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements and sign your name in the space provided so the reference may be advised of your choice.

Confidential file

I grant permission for this letter of recommendation to be held confidential by the Savannah College of Art and Design. This means that I waive my right to have access to this reference.

Open file

I retain the choice of having letters of reference available to me.

Student's signature _____ Date / /

TO BE COMPLETED BY REFERENCE

The information requested below will assist greatly in the review of this student's application for a student leader position at the SCAD. Elaborate on any item on an attached sheet. Note: The student should provide you with an envelope, which you should seal and initial on the sealed flap after enclosing the completed form. This recommendation form will be submitted by the student with his/her application and is confidential unless the student opts to retain the choice having the letters of reference available to him or her. If you prefer, you may send this directly to Student Involvement, Savannah College of Art and Design, P.O. Box 3146, Savannah, GA 31402-3146 USA.

Name _____ Title _____

Institution/Company _____

How long have you known the applicant and in what context? _____

| RATING OF INDIVIDUAL | EXCELLENT | GOOD | FAIR | POOR | UNKNOWN |
|---------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Initiative | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adaptability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emotional maturity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to interact with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dependability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Stress tolerance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Effective use of time | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Leadership | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Assertiveness | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

What challenges do you foresee for this applicant in this leadership position? _____

What do you feel the applicant has to offer this leadership position? _____

Reference's signature _____ Date / /

