Position Overview
The Area Assistant (AA) position at University of Idaho is a unique opportunity for student staff members in Residence Life to further develop skills in the areas of leadership, mentoring, management, diversity, administration, communication, ethics, and interpersonal relationships. We are glad you are considering this opportunity for yourself, and we hope the information included here will assist you in your application process.

AAs work in conjunction with either an Area Coordinator (AC), Residence Life Coordinator (RLC), or a Resident Director (RD) to facilitate the functions and activities of the residence halls. This position is different from the Resident Advisor (RA) or Academic Peer Mentor (APM) positions in that the AAs are not focused primarily on a floor or section, but on the area staff team and community as a whole. AAs are responsible for mentoring the area staff team by tracking and evaluation programming, helping facilitate staff development, and regularly meeting with staff team members. AAs also assist their area professional staff member by serving as primary source for difficult situations (especially when the AC, RLC, or RD may be away), completing administrative tasks in support of programming and budgets and other areas, and providing leadership on department opportunities. While this list is not exhaustive and responsibilities vary from area to area, this should provide you with a sample of activities you could expect to be a part of as an AA.

Application Process
The application process for AAs includes submitting a current resume and cover letter, a group interview with other AA candidates and the Professional Residence Life Staff, and an individual presentation with the Professional Residence Life staff. When preparing your cover letter, please address your relevant skills and experiences to this position as described in the position overview. Also taken into consideration for this position are academic performance and job performance record. You may wish to utilize the Career Center for assistance with your application process (www.uidaho.edu/careercenter).

Remuneration
As an Area Assistant you will receive room and board, and in some areas you will receive an apartment type living arrangement. You will also receive $1350.00 per year (paid by scholarship) with a $100.00 book scholarship each semester.

Timeline

<table>
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<tr>
<th>Information on position goes out</th>
<th>Mid to Late November</th>
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<tr>
<td>Information Session</td>
<td>January Training</td>
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<tr>
<td>Resume &amp; Cover Letter due to Jill Powell</td>
<td>January 12th, 2015</td>
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<td>Group Interview</td>
<td>January 13th - 14th</td>
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<td>Individual Presentations with Q&amp;A</td>
<td>January 14th – 22nd</td>
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<td>AA Selection &amp; Placement Notification</td>
<td>Before February 1st</td>
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<td>Spring Staff Seminar Begins</td>
<td>February 11th at 4:00 pm</td>
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Other Important Information
- The AA applicant pool is typically very competitive, so we would encourage you to also re-apply for the RA or APM position again.

- The AA position does require a full academic-year commitment which should be considered if you know you have an opportunity which may only permit you to work as an AA for one semester.

- Current AAs will need to complete an application form, and conduct an individual presentation to be considered for re-hire.

- If you have additional questions or need more information, please contact your current supervisor or advisor.
Full name (Last, First, Middle): __________________________________________________________

Current position/title:  _________________________________________________________________

Phone: _____________________________ Email: ________________________________

GPA: _____________ Major: _____________________________________________________

Positions Applying For:
Please check all of the areas that you are applying for. Note, if you are not interested in working in a specific community, please do not check that you are applying for it.

☐ Living Learning Communities
☐ Student Success
☐ Theophilus Tower
☐ East Wallace
☐ West Wallace

Presentation Topic:
As part of the application process, each candidate will complete an individual presentation followed by a Question and Answer period with the Professional Residence Life Staff team. Be creative with this, there is no expectation of how this is to be presented. Presentations are roughly 20 minutes long with 10-15 minutes of question and answer. The presentation topic for this year’s selection process is:

Returning AAs: Please explain how you would act as a senior leader, mentor, and role model for the 2016-2017 Area Assistant team.

New Applicants: Part 1 (10 minutes): Looking at the Job Description and Department Goals, explain why you are the best candidate for the position. Part 2 (10 minutes): How do you mentor/coach your peers to be successful?

__________________________________  ______________________________________
Applicant Signature                Current Supervisor/Advisor Signature

__________________________________  
Current Supervisor/Advisor Title