Position Description and Application

The goals of Living Learning Communities are to: bring together students interested in similar academic fields in a residential environment and to foster relationships with faculty in the college through special programming. Living Learning Communities are currently located in Stevenson, Grant, Neptune, and New Hall.

**House Leaders** serve as undergraduate program coordinators working directly with the House Coordinator for the Living Learning Community. The House Leader will play an integral role in nurturing a residential learning community among residents and to connect students to the college. House Leaders will have an opportunity to build their own interpersonal communication and leadership skills through their role as program planners and as mentors/role-models for House residents. **This is a live-in position that requires approximately 15 hours/each week.**

**Primary Responsibilities/Expectations:**
- Plan and attend programs related to the colleges or service professions which promotes learning in an informal setting.
- Update residents regularly through House social media accounts if applicable.
- Take on a specific area of responsibility (i.e., leader, field trip coordinator, special events, public relations, and service projects).
- Be involved in college programming endeavors.
- Create Marketing
- Represent the House at all University Admitted Student Day programs.
- Plan programs in collaboration with other Leaders or with the Community Advisors (CA) in the House. All programs and activities must be approved by the House Coordinator.
- Plan service and community outreach actives.
- Serve as a College referral and resource person to students on the floor and in the hall.
- Be available for regular meetings with the House Coordinator and faculty advisors (if applicable).
- Be an active participant in floor activities and work in cooperation and collaboration with the CA on the floor to build community among residents.
- Attend residence hall meetings as determined by Housing.
- Other activities or responsibilities as assigned
- Abide by the policies and procedures of Housing & Dining Services and serve as a general role model for House residents.

**Qualifications:**
- NIU full time student, pursuing a major within the chosen Colleges/Programs unless in Honors (other majors may be considered based on other qualifications or previous relevant experiences.)
- Minimum 2.50 NIU cumulative grade point average. Preference will be given to applicants with a 2.75 cumulative GPA and experience of living in a Living Learning Community. If applying for Honors, you would need a GPA of 3.3
- Organizational and time management skills.
- Prior leadership experience is preferred.
Must be in judicial good standing with Housing and the University.

Remuneration:
- Single room for the 2020-2021 academic year. (2018-2019 valued from: $6,772-4,892 per semester.) Leaders will be responsible for their own meal plan with Housing and Dining Services. Every effort will be made to provide the Leaders with the floor option/lifestyle choice as requested.
- Due to Honors House being located in New Hall those House Leaders will receive a tuition waiver and a different room package.
- Opportunities to develop leadership, communication, and organizational skills.
- Opportunities to work closely with faculty and staff of the College/Program.

Supervision:
House Leaders will report to the House Coordinator of their LLC. They will meet frequently with the House Coordinator and the faculty advisors (if applicable). Students not meeting position responsibilities as posted will have to resign their position for the spring 2021 semester and will be billed for the single room/tuition waiver they received.

Application Process:
Interested students must complete the House Leader application form and submit two professional references (not personal friends) no later than February 9, 2020. Interviews will be scheduled with qualifying applicants.
House Leader - Reference Form 2020-2021
Living Learning Community
Northern Illinois University
First & Second Year Experience

TO BE COMPLETED BY STUDENT:

Section to be completed by the applicant prior to distribution to the reference

Optional Waiver: I voluntarily waive my right of access to this recommendation under Public Law 93-380.

Printed Name of Applicant: ____________________________________________________________

Signature of Applicant                  Date

If this waiver is not signed, Public Law 93-380 provides the applicant with the option to inspect this recommendation.

Name of Reference: ____________________ Relationship: ________________________________

TO BE COMPLETED BY EVALUATOR:

To the Evaluator: This student is applying for the position of a House Leader for Living Learning Communities for the 2020-2021 academic year. The House Leader will play an integral role in fostering a residential learning community among residents and connecting students to the college. The House Leader will have responsibility for planning and executing educational and service programs, for participating in college sponsored activities, and for working with faculty/staff and students within the college. You can assist us in the selection process by completing this reference.

Please Print

Name of Applicant:__________________________________________________________________

Name of Reference: ____________________ Email:______________________________

Phone ____________________ How long have you known the applicant? _______________

In what capacity? __________________________________________________________________

Personal Characteristics: Check all that apply to the candidate

☐ Accepting of others  ☐ Conscientious  ☐ Honest  ☐ Patient  ☐ Understanding

☐ Aggressive  ☐ Cooperative  ☐ Impatient  ☐ Positive attitude  ☐ Watchful

☐ Ambitious  ☐ Creative  ☐ Insightful  ☐ Practical  ☐ Quiet

☐ Analytical  ☐ Decisive  ☐ Insecure  ☐ Reserved  ☐ Reserved

☐ Approachable  ☐ Dependable  ☐ Judgmental  ☐ Responsive  ☐ Rigid

☐ Articulate  ☐ Emotional  ☐ Logical  ☐ Sincere  ☐ Sincere

☐ Believable  ☐ Enthusiastic  ☐ Mature  ☐ Sensitive  ☐ Tact

☐ Caring  ☐ Ethical  ☐ Obstinate  ☐ Tactful  ☐ Tactful

☐ Charismatic  ☐ Excitable  ☐ Open  ☐ Temperamental  ☐ Tentative

☐ Confident  ☐ Flippant  ☐ Organized  ☐ Tentative  ☐ Tolerant

☐ Confused  ☐ Friendly  ☐ Outgoing  ☐ Tolerant  ☐ Tolerant

Optional Waiver: I voluntarily waive my right of access to this recommendation under Public Law 93-380.

Printed Name of Applicant: _____________________________________________

_____________________________________________  ________________________

Signature of Applicant      Date

If this waiver is not signed, Public Law 93-380 provides the applicant with the option to inspect this recommendation.

Name of Reference: ____________________ Relationship: ________________________________
**Skills and Experiences:** Please include concrete comments and examples.

Applicant’s ability to manage time, follow established procedures, adhere to a schedule, and work ethic in general:

Applicant’s ability to relate well with students and faculty:

Applicant’s ability to work well with persons with other backgrounds, lifestyles, and interests:

**Other Comments:**

**Circle one:**

Do not recommend  Recommend with reservations  Recommend  Strongly Recommend

Reference Signature ____________________________ Date ________________

Return this reference by February 9th to James Cooper,
First & Second Year Experience,
100 Altgeld Hall, NIU, DeKalb, IL 60115, Phone: 815-753-6294

*For more information, contact James Cooper, Program Coordinator, Learning Communities, First & Second Year Experience, 100 Altgeld Hall, jcooper5@niu.edu.*
House Leader - Reference Form 2020-2021
Living Learning Community
Northern Illinois University
First & Second Year Experience

TO BE COMPLETED BY STUDENT:

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Phone: __________________________ How long have you known the applicant? ____________
In what capacity? ____________________________

Personal Characteristics: Check all that apply to the candidate

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- Aggressive
- Ambitious
- Analytical
- Approachable
- Articulate
- Believable
- Caring
- Charismatic
- Confident
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- Sincere
- Tactful
- Temperamental
- Tentative
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Skills and Experiences: Please include concrete comments and examples.

Applicant’s ability to manage time, follow established procedures, adhere to a schedule, and work ethic in general:

Applicant’s ability to relate well with students and faculty:

Applicant’s ability to work well with persons with other backgrounds, lifestyles, and interests:

Other Comments:

Circle one:

Do not recommend  Recommend with reservations  Recommend  Strongly Recommend

Reference Signature _______________________________ Date _____________

Return this reference by February 9th to James Cooper,
First & Second Year Experience,
100 Altgeld Hall, NIU, DeKalb, IL 60115, Phone: 815-753-6294

For more information, contact James Cooper, Program Coordinator, Learning Communities,
First & Second Year Experience, 100 Altgeld Hall, jcooper5@niu.edu.
Living Learning Communities House Leader
Application Form 2020-2021

Return to James Cooper, Altgeld 100 or jcooper5@niu.edu
By February 9, 2019.

Name _______________________________________________ Z-ID ________________
Current Residence Hall__________________________________ Room Number ________
Home Address ________________________________________ Cell Phone ____________
(street)  (city)    (state)    (zip code)
E-mail ________________________________________________________________________
Do you regularly use email? ____yes   ____no
Total semester hours completed at the end of Fall 2018_________ NIU GPA__________
Major ________________________________________________ Minor __________________
Number of semester(s) in NIU residence halls (including current one): ________________
T-Shirt Size________________

House preference:
_____ Health Professions
_____ Business Careers
_____ Honors
_____ Fine Arts
_____ ACES
_____ TEACH

Work Experience:

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PLEASE TYPE ANSWERS TO THE FOLLOWING ON A SEPARATE PAGE AND ATTACH.

1. Why are you interested in this position?

2. What are your strengths and weaknesses as a potential House Leader?

3. Describe any experiences you have had in relating with people who may be different from you (differences could be cultural, racial/ethnic, age, etc.).

4. Describe any positions of leadership or experience you have had in organizing programs/activities or motivating others while at NIU.

5. List the clubs, activities, jobs and/or positions that you have held or to which you have belonged:

6. Explain how the experiences you have gained in the above activities would be of value to you as a House Leader:

7. What would be the most challenging part of the House Leader position for you:

Please give the names, titles, and relationship to you of the two persons who will complete your reference forms (not personal friends):

1. ___________________________________________________________________

2. ___________________________________________________________________

By signing, I attest that all the information contained in this application is accurate. Furthermore, I give permission to the First & Second Year Experience to verify the information contained in this application including academic status, standing with Student Conduct Office, and NIU GPA.

Applicant’s signature ___________________________ Date _______________