Each Junior/Resident Fellow will receive a single room and a room credit equal to half the cost of the room each semester.

am i QUALIFIED?

If the following characteristics describe you, then you’re qualified. We look forward to receiving your application.

- Be in good academic standing (2.5 GPA or above).
- Be in good judicial standing with the University.
- Possess a strong understanding of and enthusiasm for the Residential College experience (i.e. common hours, foundation seminars, residential living and activities).
- Can commit 10-15 hours per week to the Colleges (meetings, common hours, program planning, committee work, etc.).
- Be able to interact and communicate with faculty, staff and students.
- Ability to integrate the academic and communal/social experience in the Colleges. This includes planning educational and social programs, trips, attending University events with students, attending/planning common hours, initiating discussion with students regarding academic and social issues, etc.
- Interest in developing a community by generating mutual respect, genuine concern for others and personal, intellectual and social growth. Junior and Resident Fellows should demonstrate a willingness to challenge, work through conflict and critically examine themselves and their community.

and there’s COMPENSATION!

MORE QUESTIONS?

Contact Kelly Finley
Program Coordinator
101 Smith Hall
570-577-3320
kfinley@bucknell.edu
JUNIOR FELLOW and RESIDENT FELLOW

Thank you for expressing interest in the Bucknell University Residential Colleges Junior/Resident Fellow positions for the 2009-10 academic year. The following position descriptions will offer you some information and insight into the positions. This will enable you to decide whether one of the positions is well suited to your interests, expectations and energies for the upcoming year.

The JF/RF staff is a vital facet of the Residential Colleges. The daily interaction of staff with the students involved in the program helps to achieve an integrated living-learning experience. These positions provide opportunities for students to make a difference in the lives of other students at Bucknell while having an excellent opportunity to develop their own leadership skills. Each College will hire qualified staff for the positions it has available and will offer alternate status to qualified students who meet position requirements. For 2009-10, we anticipate the return of all seven Colleges (Arts, Environmental, Global, Humanities, Languages & Cultures, Social Justice and Technology).

Junior/Resident Fellow positions for the 2009-10 academic year. The following position descriptions will offer you some information and insight into the positions.

JUNIOR FELLOWS (JF) are upperclass students living in the Residential Colleges and are responsible for initiating, planning, coordinating and implementing community development efforts and College activities. Junior Fellows do this in conjunction with the members of the faculty, the program coordinator, resident assistants and college members. The precise nature of College programs will depend largely upon the interests of College members. They are likely to include such events as theme dinners, off-campus excursions, cultural events, study breaks, films, small group discussions and developmental programs.

RESIDENT FELLOWS (RF) are upperclass students who have similar job responsibilities as Junior Fellows but live with other upperclass “alumni” students who return to the Residential Colleges. The RF is responsible for integrating the “alumni” into the College experience, implementing the Buddy Program and facilitating the Alumni Housing process for the following year. These living spaces are assigned based on interest of each College and the number of students participating in the alumni program.

what are a fellow’s RESPONSIBILITIES?

Junior and Resident Fellows will be responsible to the Senior Fellows of their respective Colleges and to the Program Coordinator. In addition, they are expected to work cooperatively with the Resident Assistant staff living in Residential College housing. Detailed responsibilities include:

- Work to bring the theme of the particular College to life on a specific hall. This includes responsibility for disseminating information, planning and implementing College activities and designing relevant bulletin boards.
- Work closely with Senior Fellows and other College staff to plan College events, programs, common hours, etc.
- Work approximately 10-15 hours per week on College-related activities (including meetings, functions, programs, etc.) understanding that you might spend more time some weeks and less time other weeks. In addition to planning “College-wide” trips and activities, each JF/RF is responsible for planning and implementing a minimum of three “hall community” events each semester.
- Attend training sessions throughout the year. These sessions include fall and winter JF/RF staff training. All JF/RF staff must return to campus on Saturday, August 15, 2009 by 5 p.m. You may be required to attend additional training as needed.
- Attend and participate in three weekly meetings: one with JF/RFs and Senior Fellows; one with JF/RFs and the Program Coordinator and a third with Resident Assistants. Other meetings are scheduled as they are necessary and attendance is required.
- Attend all events sponsored by your College except those that conflict with another course meeting time.
- Develop and maintain a working relationship with the Resident Assistant staff to support each other’s efforts and to further meet the needs of your students.
- Assist Senior Fellows and the Program Coordinator with future staff selection and long-range College planning. Be an active member of Residential College committees and attend relevant meetings connected to these committees.
- Conduct yourself in an honest, conscientious and professional manner. This includes, but is not limited to, abiding by state laws, University policies and fulfilling job expectations.
- Assist with the recruitment of students into the Residential Colleges for the following year including: help with admissions day activities and special recruiting weekends.
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- Promote and role model personal qualities for residents such as intellectual curiosity, social responsibility, creativity and acceptance and respect for others.
- Acquaint first-year students with the resources and opportunities available at Bucknell and within the region.
- Be approachable to residents.
- Conduct yourself in an honest, conscientious and professional manner. This includes, but is not limited to, abiding by state laws, University policies and fulfilling job expectations.
- Assist the recruitment of students into the Colleges for the following year including: help with admissions day activities and special recruiting weekends.
- Promote and role model personal qualities for residents such as intellectual curiosity, social responsibility, creativity and acceptance and respect for others.
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- Be able to interact and communicate with faculty, staff and students.
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and there’s COMPENSATION!

RESIDENTIAL COLLEGES STAFF
2009-10 application packet

MORE QUESTIONS?

Contact Kelly Finley
Program Coordinator
101 Smith Hall
570-577-3320
kfinley@bucknell.edu
BUCKNELL UNIVERSITY
Junior/Resident Fellow Application
2009 - 10

Personal Data

Name: ____________________________  Campus Address: ____________________________
                                            (Hall/House, Room #)

Campus Box: __________  Phone:_____________  E-mail: ________________

BUID #: ________________  Graduating Class: ’10  ’11  ’12

Cumulative GPA: ______  Intended Major: ________________

Please indicate to which Residential College(s) you are applying. If you are applying to more than
one college (no more than 2), please indicate your preference. You do not have to be a current
member of a college to apply to that college.

Arts: ______  Humanities: ______  Environmental:______  Global:_____

Social Justice:______  Languages & Cultures:______  Society & Technology:_____

References

Please list the names of the people from whom you have requested references. One reference must
be from a member of the Bucknell community. Junior Fellows and Senior Fellows are part of the
selection committee. Therefore, they are unable to serve as a reference.

  References are due by Monday, February 2nd, 2009.

  1. Bucknell Reference: ____________________________________________

  2. Other: ________________________________________________________

Background Experience

1. Work Experience: List employment and volunteer experiences.

2. Leadership Experience: List and describe any experience(s) you have had serving in a
   leadership capacity.
3. Do you expect to have any additional commitments or obligations next year. If so, please explain the responsibilities and number of hours per week necessary to fulfill the obligations(s). Please include...Student Government position (BSG, RHA etc), Teaching Assistant, Other campus jobs, Organization/club officer, Athletic team commitment, Arts/dance/theater commitment.

4. Do you intend to participate in Greek Recruitment during Fall 2009? (Recruitment events are problematic because they conflict with our programming during the first few weeks of the semester - a critical time for developing community within the colleges.) If yes, then comment on any strategies you would use to avoid conflicts with college events.

**Essay**

In an attachment of no more than two pages, please address the following issues: What interests you about the JF/RF position? What strengths and weaknesses do you have that will influence your performance in the position? What important issues face Bucknell students and how could a JF/RF address these issues?

Please feel free to comment on anything else that you would like us to know about you.

**PLEASE RETURN TO THE RESIDENTIAL COLLEGE OFFICE in SMITH 101**

**No later than Tuesday, January 27th, 2009 at 5:00 p.m.**

*Late applications will not be accepted*
Residential Colleges
Junior/Resident Fellow Recommendation Form

***Due Monday, February 2nd, 2009***

Name of Candidate: ______________________

Residential College: _____________________

To the Reference: Please make an assessment of the candidate’s potential for effective performance in the capacity of a Junior/Resident Fellow by providing specific information and insight into your answers to the questions below. A Junior Fellow is an upper-class student who is responsible for initiating, planning, coordinating, and implementing community development efforts and co-curricular activities for first year students. A Resident Fellow performs the same tasks but focuses on students who return following their first year and live in our “alumni” communities. The positions are both challenging and beneficial as the Fellows provide support for academic, social, and personal growth. Ultimately, successful “fellows” will help to build an integrated living-learning experience.

1. How well do you know this student?

2. Please describe strengths and weaknesses of the candidate

3. Is the candidate open to lifestyles that are different from his/her own? (i.e. different ethnic, religious, and socio-economic backgrounds, differing perspectives, etc.)
4. Please appraise the candidate in each of the following areas in relation to others you know or have known in a similar capacity. In each category use the scale of 1 (lowest) to 5 (highest). If you are unable to make an evaluation of a specific category, please indicate not observed with an “NBO.”

A. _____ Possesses initiative and follow through
B. _____ Communicates clearly and openly
C. _____ Functions well as a group member
D. _____ Functions well as a group leader
E. _____ Has a positive sense of humor
F. _____ Compromises when appropriate
G. _____ Accepts feedback well
H. _____ Demonstrates a high level of maturity
I. _____ Readily assumes responsibility
J. _____ Displays enthusiasm and motivation
K. _____ Is creative and imaginative
L. _____ Has the ability to inspire and encourage others
M. _____ Is aware of strengths and areas of improvement
N. _____ Performs tasks in an organized and timely fashion
O. _____ Is well informed about University resources

Overall Recommendation: Please check one of the following

_____ Recommend Strongly   _____ Recommend   _____ Do Not Recommend

Your Name: ____________________________

Position:  BU Faculty  _____  BU Staff  _____  Student  _____
          Employer  _____  HS Teacher  _____  Other  _____

Signature:_____________________________   Date:___________

Thank you for your assistance. Please return this form by Monday, February 2nd, 2009 to:

RESIDENTIAL COLLEGES
101 SMITH HALL
BUCKNELL UNIVERSITY
LEWISBURG PA 17837
Name of Candidate: ________________________

Residential College: ________________________

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L. _____ Has the ability to inspire and encourage others  
M. _____ Is aware of strengths and areas of improvement  
N. _____ Performs tasks in an organized and timely fashion  
O. _____ Is well informed about University resources

Overall Recommendation: Please check one of the following

_____ Recommend Strongly  _____ Recommend  _____ Do Not Recommend

Your Name: ____________________________

Position:  
BU Faculty _____ BU Staff _____ Student _____  
Employer _____ HS Teacher _____ Other _____

Signature: ____________________________  Date: __________

Thank you for your assistance. Please return this form by Monday, February 2nd, 2009 to:

RESIDENTIAL COLLEGES  
101 SMITH HALL  
BUCKNELL UNIVERSITY  
LEWISBURG PA  17837
## Junior Fellow & Resident Fellow Staff 2009 - 10

### Selection Process Timeline

**Information Sessions:**
- Sunday, December, 7th 2008 at 2:00 p.m. in Smith 105
- Sunday, December 7th 2008 at 3:00 p.m. in McDonnell 242
- Sunday, January 18th, 2009 at 2:00 p.m. in Smith 105
- Sunday, January 18th, 2009 at 3:00 p.m. in McDonnell 242

**Application Deadline:**
- Tuesday, January 27th, 2009 @ 5:00 p.m. Drop off at the Program Coordinator’s office in 101 Smith. (References due by Monday, February 2nd, 2009 @ 5:00 p.m.)

**Group Interview**
- Sunday, February 1st, 2009 from 1:00 - 4:00 p.m., Location TBD
  - During this part of the interview experience we will evaluate your ability to work in a group setting. Most candidates enjoy this part of the process because it gives you an opportunity to meet other candidates and to participate in challenging exercises.
  - At the Group Interview, you will sign up for the remaining interviews.

**RC Staff Interview:**
- February 3rd – 10th, 2009
  - Each candidate will have a 30-minute interview with the Program Coordinator and Assistant Program Coordinator.
  - The interview will be held in Smith 101.

**College Interview**
- February 11th-20th, 2009
  - Each candidate will have a 40-minute interview with Junior/Resident Fellows, and Senior Fellows from the colleges to which they are applying. These interviews will take place in various locations around campus (as determined by the college staffs) and will be announced at sign up time.

**Notification:**
- Candidates will be selected and notified of final decisions through campus mail by 4:30 p.m. on **Friday, February 27th, 2009**

**Spring Training:**
- Tuesday March 24th, 2009, from 7:00 p.m. to 10:00 p.m.
  - Spring Training Session required for all 2009 – 10 staff

**Admissions Day:**
- Saturday, April 18th, 2009 from 11:00 a.m.-4:00 p.m.
  - Admissions Open House- beginning of recruitment season

*If you have any questions, please feel free to contact any Junior/Resident Fellow or Kelly Finley, Program Coordinator, Smith Hall room 101, x3320, kfinley@bucknell.edu.*