Office of Residence Life
227-229 Warren Square
Bethlehem, PA 18015
610-758-6598 Fax (610) 758-5153
http://www.lehigh.edu/~inlife

HEAD GRYPHON APPLICATION
2011-2012

Dear Head Gryphon Candidate:

On behalf of the Residence Life Selection and Recruitment Committee, we would like to thank you for your interest in re-applying for the Gryphon position. The Office of Residence Life believes in selecting highly skilled and motivated individuals to be part of our dynamic staff! Our mission is "to engage and empower students as they live, learn, and lead within a dynamic and inclusive community." We are excited to hear about your experiences as a Gryphon and are eager to see what you have done to build community within your respective residence halls.

The Office of Residence Life is looking for individuals who are serious about the Gryphon position and can define and articulate their motivation, expectations and desire for learning. The Gryphon position is one of the most important and sought after student leadership positions on our campus, and it requires a high degree of responsibility and commitment.

As you begin to review and complete the Gryphon re-application, please read the enclosed information *carefully and thoroughly*. **All completed applications must be turned in by Monday, December 6, 2010 at 4:30 pm. All completed applications must be returned to the Office of Residence Life in Warren Square E.**

Being a Head Gryphon is an amazing leadership opportunity, so 'Connect with us!'

Sincerely,

The Selection and Recruitment Committee

***Please note that if you apply for the Head Gryphon position, you will automatically be considered for the Gryphon position in the event that you are not hired as a Head Gryphon.**

HEAD GRYPHON POSITION DESCRIPTION
2011-2012

A Head Gryphon (HG) is a live-in student staff member who serves as a mentor to their Gryphon colleagues. HGs are recognized as a student leaders and role models who are held accountable to a Residence Life Coordinator. HGs are selected base upon leadership skills and interest in developing and challenging themselves as Gryphons HGs demonstrate maturity, initiative, and exceptional organization skills. HGs will develop advanced administrative and communication skills while also taking a leadership role among their Gryphon peers. *In addition to the Gryphon 2011-2012 Gryphon Contract, the Head Gryphon is responsible for additional responsibilities outlined below*.

Additional Head Gryphon Responsibilities

I. Minimum Qualifications:

a) Serve two (2) full academic semesters as a Gryphon or have prior residence/student life experience.
b) Register for no more than 18 credits per semester without the permission of the supervising RLC.
c) Remain in good standing with Lehigh University, which means you cannot be on probation of any kind while serving as a Head Gryphon.
d) Make a full academic year commitment to the Head Gryphon position.

II. Administrative tasks:

a) Schedule and hold five (5) office/community hours each week in the designated staff office/community.
b) Attend weekly supervision meetings with the RLC.
c) Attend monthly Office of Residence Life meetings with the RLC staff and Director of Residence Life.
d) Coordinate Gryphon area duty schedule and completion of room condition forms/inspections and follow up with facility work orders.
e) Check your Residential Service's mailbox daily (M-F) and distribute flyers to Gryphon mailboxes.
f) On a daily basis, monitor all duty logs, lock box and master key usage in your building.
g) Assist your RLC in tracking Gryphon programming and in-service requirements.
h) Assist with fire inspections and procedures for your area.

III. Leadership, Mentoring, and Role Modeling:

a) Demonstrate leadership abilities and serve as an active role model for residents and Gryphon Staff.
b) Facilitate activities or present sessions during Gryphon Training.
c) Lead staff meetings when your RLC is unable to be present.
d) Create weekly staff development activities and assist with larger staff bonding activities.
e) Organize one Gryphon in-service each semester and assist with ORL committee work as assigned.
f) Advise the House Council in your building which includes completing all programming paperwork and regularly communicating with officers and representatives.
g) Support programs sponsored by your House Council and inform your RLC of programs and events.

IV. Compensation:

a) Head Gryphons receive a free single room, ½ 19 meal plan, and a $ 1, 500 stipend per year.

V. Mandatory Contract Dates:

- Meet the Gryphons/First Staff Meeting is April 26, 2011.
- Summer 2011 Head Gryphon Training begins August 16, 2011 at 11:30am.
- Fall 2011 Semester Closing is December 22, 2011 (through 3 pm).
- Winter 2012 Gryphon Training begins January 13, 2012 at 8am
- Spring 2012 Semester Closing is May 10, 2012 (through 3 pm).

Lehigh University's Core Competencies

Lehigh is an institution committed to producing students of the highest intellectual caliber and personal ability, in an environment that promotes and sustains opportunities for intentional learning.

As an extension of the Lehigh University Mission statement and strategic plan, the Office of Residence Life is dedicated to providing its student leaders with opportunities to enhance their core skills. Our training and development team continues to evaluate processes and make necessary changes that will aid development in areas directly related to core skills. Please take note of the color key and how training sessions may have added to the enhancement of core skills. Below is a brief description of the competencies.

Intellectual Development:

Student's ability to develop an interest in, and therefore adopt strategies and behaviors, to advance their cognitive and academic abilities; exploration of, how to learn/integrate their academic experiences and also begin to understand and develop an inherent drive for a value of life-long learning.

Individual Identity Development:

Student's exploration and understanding of personal values, attitudes, beliefs, and feelings about self; student's need to (re)visit the question "Who am I?" and "What does that mean?".

Interpersonal Development, Equity, Community, & Global Engagement:

The identification, understanding and implementation of the skills necessary to build relationships in life; the ability to understand who students are in relationship to others who are different from them; ability to evaluate the type and quality of interactions with others; to interact and collaborate with others who are different; to learn when and how to lead others; to engage with society at the campus, community, and global levels; and to acquire the ability to evaluate the type and quality of their interactions with others.

APPLICATION REQUIREMENTS:

I. <u>Application:</u>

- Complete your application and deliver a printed copy to the Office of Residence Life located at 227-229 Warren Square Drive. **<u>All applications must be completed no later than Monday, December 6, 2010 by 4:30 pm.</u>**

II. <u>Cover Letter</u>:

- Submit a one page, single sided cover letter addressing the following areas:
    a. Briefly discuss your experience as a Gryphon this year or from years past
    b. Your reason for re-applying for the Gryphon position

III. <u>Resume</u>:

- Please be professional in format and content and include the following four sections:

**Please keep your Resume to a one page limit*

    i. Demographic (permanent, summer-if different from permanent, and school address, e-mail, phone number, anticipated degree and graduation date)
    ii. Leadership Experience and Community Service
    iii. Successful Programming Activities
    iv. Other (additional significant information)

IV. <u>Portfolio:</u>

- Please be professional in format and content of your Gryphon portfolio:
    i. One example of a successful bulletin board:
        1. Brief description of the bulletin board
        2. What significance or educational outcomes did bulletin board present to your residents?
    ii. One example of a program:
        1. Date and time of program
        2. General overview of the program.
        3. What made this program significant in building community?
        4. How was the program successful?
            a. Include a list of learning outcomes
        5. What would you change looking back on the program?
    iii. Other successful programming activities ***optional***
        1. List other programs you have promoted
            a. Provide advertising information, attendance, and learning outcomes
    iv. Other (additional significant information)

V. <u>Interview:</u>

a. You will be contacted by the Office of Residence Life with a date and time for your individual interview.

VI. <u>Letter of Recommendation from current Residence Life Coordinator (RLC)</u>

**Please note that an application will not be considered complete until all 6 application requirements are completed and handed in to the Office of Residence Life. Late applicants will be added to the alternate list and will not be considered in the first round of the Gryphon selection process.*

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I. **Personal Information:**

Name: _____ LIN#: _____
Last First Middle Int.

Gender _____ E-mail Address:_____@lehigh.edu
***All correspondence will be sent to your Lehigh email address**.

Campus Assignment (or Local Address):

_____
Building Room Number

Room Extension: (610) 974-_____Cell Phone (required): ( )
_____

Including this semester, how many semesters have you lived on campus? _____

II. **Academic Information:**

School/College: _____ Graduation Date (anticipated): _____
Month/Year

Major: _____

Class Status for 2011-2012**:** Soph. Jr. Sr. Grad.

Grade Point Average (Previous Semester):_____ Grade Point Average (Culumative): _____

List any honors and awards you have received:

_____
_____
_____

III. **Campus Involvement:**

Name of Club/Organization	Position Held	Hrs per Week	Continue in 11-12?
			Yes ◯ N0 ◯
			Yes ◯ No ◯
			Yes ◯ No ◯
			Yes ◯ No ◯

IV. **Previous Employment:**

Name of Employer	Position Held	Dates Employed

Do you plan to have additional employment in the 2011-2012 academic year? Yes ◯ No ◯

If yes, where do you anticipate working and for how many hours per week?

_____

V. **References:**

List three references that may be contacted with questions regarding your candidacy.

Name	Relationship	Address	Phone Number

VI. **Employment Eligibility:**

Are you lawfully eligible to work in the United States? Yes ◯ No ◯
Note: Proof of eligibility will be required prior to employment if position is offered.

Have you ever been the subject of an investigation concerning allegations of misconduct, other than a criminal investigation, that did not result in a conviction? Yes ◯ No ◯

Have you ever been convicted of a misdemeanor or felony? Yes ◯ No ◯

If you've answered yes to either of the above, please explain:

_____

A "Yes" response to the above questions will not necessarily exclude you from further consideration.

VII. **Application Information:**

I am applying to return as a Gryphon for my: ☐ 2nd Year ☐ 3rd Year ☐ 4th Year

Where are you a Gryphon currently? _____

Have you completed the PEER Leadership course? Yes ☐ No ☐

VIII. **Writing Sample:**

Please type (double spaced) your answers to the following questions and staple the pages to your application. Please take the time to answer each question completely and honestly. As a guideline, keep your responses to a minimum of 2 pages

i. Please create a statement describing and defining an ideal residential community. Relate this definition to the relationship you would like to build with your residents and with your peer Gryphons. (minimum 2 page)

IX. **Assignment Preference:**

The Office of Residence Life reserves the right to assign you to any residential area with an available Gryphon position. However, your request to work in a specific area will be considered. **Please indicate below you a rank order from most desirable (1) to least desirable (4).**

_____ First Year Community

_____ Upperclassmen Community

_____ Special Interest Communities **Please indicate which communities you are interested in participating in. You many indicate more than one area. Please indicate below you a ranking order from most desirable to least desirable.*

_____1st Year CHOICE (Substance Free) Community
_____Gender Neutral Housing
_____Umoja House
_____ Live/Learn/Serve
_____ South Mountain College
_____ ROTC

_____ Live Lehigh! Communities **Please indicate which communities you are interested in participating in. You many indicate more than one area. Please indicate below you a ranking order from most desirable to least desirable.*

_____Upper Class CHOICE (Substance Free) Live Lehigh! Community
_____ Green House Live Lehigh! Community
_____ LUTIS Live Lehigh! Community
_____ Musical Appreciation Live Lehigh! Community

X. **Application Checklist**

Please initial by each guideline below to confirm your participation.

_____ I have read the Head Gryphon application eligibility and requirements as specified on page 2 of this application.

_____ I am aware that if hired as a Head Gryphon that Room and Board may be considered part of my Financial Aid Packet (if applicable).

_____ I have read and understand the Head Gryphon Position Description.

_____ I have attached my writing sample to the end of this application.

_____ I have attached a letter of recommendation from my current Residence Life Coordinator.

XI. **Application Verification:**

I hereby give permission to the Office of Residence Life to verify my cumulative GPA and to check my file in the Office of Student Conduct for any disciplinary action. My signature below also indicates that I have read and understand the time commitments and job responsibilities of the position as outlined in the Gryphon position description. To the best of my knowledge, the information contained in this application is accurate.

Signature: _____ Date: _____