
2024-2025**APPLICATION FOR RESIDENT HEAD APPOINTMENT**

Name:

Last	First	Middle
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Are you applying as an:

Individual:

Couple:

Members of Household(names, DOB):

Mailing Address:

Preferred E-Mail:

Cell Phone:

Have you previously applied for a Housing staff position? _____

If yes, when? _____

Have you ever lived in Housing at the University of Chicago? What year? Which House?

Have you previously lived in any residential life community: Yes or No As a student or Staff? Student/Staff**Eligibility requirements for the Resident Head appointment:**

Graduate Students: Graduate students are restricted from UChicago employment of more than 20 hours per week. Each individual Resident Head (whether coupled or single) requires a commitment of 20 hours/week. Students may not work as a Resident Head if they have *any* additional UChicago employment (teaching, research, or any other UChicago employment). All graduate students must submit the Dean of Students certification form with their application or the application will be considered incomplete.

Foreign National Graduate Students and Visa restrictions: Foreign National Graduate Students are welcome to apply and serve in the Resident Head role provided that they are eligible for on-campus work under their visa and have no other hourly commitments (except the 20 hours/week commitment for the Resident Head position). Housing & Residence Life is not able to sponsor any Foreign National after graduation from their program. Please consult the Office of International Affairs for more guidance on your specific eligibility. All graduate students must submit the Dean of Students certification form with their application or the application will be considered incomplete.

Postdoctoral Teaching Fellows: Teaching Fellows or students transitioning to Teaching Fellow appointments are not eligible to work as Resident Heads.

Postdoctoral Fellows or Scholars: Postdoctoral Fellows and Scholars are not eligible to work as Resident Heads.

Faculty/OAA/Staff: Non-student candidates for the Resident Head position must be exempt, full-time employees (benefits eligible and work a weekly schedule of 35 hours or more). Human Resources must confirm eligibility for work. The expectation is that Resident Head candidate(s) inform their supervisor of their decision to be a Resident Head, should they be offered and accept the position.

What is your expected status for Autumn 2024 at the University? Faculty Exempt Staff Student Partner

If you are a student, what is your degree program and department? _____

What year of your program are you currently in? _____

When do you expect to graduate from your program? _____

Does your degree program have any teaching or research position responsibilities? YES NO

Do you currently hold another position on campus (e.g. teaching, research, or any other UChicago employment?)

If yes, which position(s)?

For how many quarters have you been at the University?

When do you expect to depart the University (month and year)?

Are you authorized to work in the United States? YES NO

If a Foreign National Graduate Student, what is your current visa?

If you will be employed by any other University department while serving as a Resident Head please provide

UChicago Payroll Information:

Department

Pay Cycle: Bi-Weekly Monthly

If you are employed by any other University department, are you a full-time, exempt employee?

Academic Honors Received:

Award Title	Awarding Agency
Award Title	Awarding Agency
Award Title	Awarding Agency

If you were to be a Resident Head, please list your other major time commitments and the number of hours/week each will require. Please do not refer to your attached CV/ résumé. Complete all the information requested below.

Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week
Commitment	Hours/Week

Educational Institutions Attended Since High School (list most recent first)

Institution	Dates	Field	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment and Volunteer Experience (list most recent first)

Name of Organization	Dates Worked	Position titles and duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Written Statement

Please provide a written statement of your qualifications for a Resident Head position, and your motivation in seeking the position. Each married or coupled person must complete a separate application form, but a joint written statement (if preferred by the applicants) may be submitted with each application.

Other things to consider including in your written statement: share how you will work to create an inclusive welcoming community in your House, how you would effectively supervise student leaders, how you would support students in crisis, how you would uphold community standards and expectations for students, what passions you would share with the students in your House. These topics (and more) will be discussed during your Resident Head interview.

Candidates should email completed RH application(s) to HRL Selection & Recruitment, hlrecruitment@uchicago.edu.

For the 2024-2025 RH application process, applicants must apply **before** Friday, March 1, 2024.

Please remind your three recommender's to submit recommendations on or before March 1, 2024 via email to HRL Recruitment & Selection at hrlrecruitment@uchicago.edu. Thank you!

Names of Recommender's:

1.

_____ Name	_____ Title	_____ E-mail address
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2.

_____ Name	_____ Title	_____ E-mail address
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3.

_____ Name	_____ Title	_____ E-mail address
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I understand that employment requires proof of eligibility to work in the United States according to the Immigration Reform and Control Act of 1988 and I will be able to provide the needed documentation to show my identity and eligibility upon hire.

University of Chicago is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

I certify that the information contained in my application materials (e.g. this form, my resume, curriculum vitae, etc.) are true and correct to the best of my knowledge and belief and, in this connection, understand and agree that any misrepresentation, omission, or falsification of information provided herein constitutes grounds for immediate dismissal from any subsequent employment at The University of Chicago. I hereby authorize The University of Chicago to verify my past and present employment, education and such other activities as are related to these application materials. I agree to cooperate in such inquiry and hereby release The University of Chicago from all responsibility or liability. I agree to submit to such pre-employment tests as may be deemed necessary by The University and I understand that successful completion of such tests is in accordance with standards established by The University. In consideration of my employment by The University of Chicago, I agree to conform to and abide by all of its rules, policies and regulations. If I have questions about the information I am to provide, I should contact the University of Chicago.

Resident Heads and dependents must successfully pass a universal background check. All Resident Heads will perform duties as Mandatory Reporters and Individuals with Title IX Reporting Responsibilities.

I hereby authorize my past and present employers, schools, institutions, and all individuals, partnerships, associations or corporations and any other references to provide any information they may have regarding me. I hereby release them and their organizations from all liability, claims and causes of action for issuing same.

BY SIGNING BELOW, I certify that I have read and agree with these statements.

Signature of Applicant

Date