

Applying and Interviewing for  
Student Leadership Positions

SAIL Conference 2009  
The Ohio State University

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Who are we?

- **Mary Butler Stone – University Housing**  
– Resident Advisor selection
- **Ebony Smith – Undergraduate Admissions**  
– University Ambassador selection
- **Nicole Craven – First Year Experience**  
– Orientation Leader selection
- **Julie Schultz – First Year Experience**  
– Camp Buckeye/Buckeye Adventures facilitator selection

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Who are you?

***Stand up if you...***

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### Program outline

- Overview of student leadership position selection processes
- Examples of:
  - Résumés
  - Application essays
  - Interview responses
- Insider tips for the selection process
- Q & A

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### Resident Advisor Selection

**Qualifications**

- 2.5 GPA – cumulative *and* all 3 quarters of the process

**Timeline:**

- Application (Available at end of Fall Qtr, Due Week 3 of Winter Qtr)
- Group Process (Week 4 of Winter Qtr)
- Individual Interviews (Occur Week 6 of Winter Qtr)
- RA Class (First 8 Weeks of Spring Qtr)
- Hires made in May

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### University Ambassador Selection

I have to walk backwards?!

<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Passionate about Ohio State</li> <li>• Articulate ideas and information in words/in person</li> <li>• Can be strategic and concise</li> <li>• Undergraduate student on Columbus campus</li> <li>• No walking backwards ability required</li> <li>• Minimum 2.75 GPA</li> </ul>	<p><b>Timeline:</b></p> <ol style="list-style-type: none"> <li>1. Student submits application</li> <li>2. Ambassador Leadership reviews application           <ul style="list-style-type: none"> <li>– Decide who moves on to group interview</li> </ul> </li> <li>3. Group interview           <ul style="list-style-type: none"> <li>– Up to six applicants together</li> </ul> </li> <li>4. Individual interview           <ul style="list-style-type: none"> <li>– Applicant and Ambassador leadership</li> </ul> </li> </ol>
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### Orientation Leader Selection

<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 15+ credit hours</li> <li>• Good academic and disciplinary standing</li> <li>• Communication skills</li> <li>• Awareness of campus resources</li> <li>• Campus involvement</li> </ul>	<p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>• Applications due in late January</li> <li>• Group interview in early February</li> <li>• Individual interview in late February</li> <li>• Training begins Spring Quarter</li> </ul>
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### CBBA Student Facilitator Selection

<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 15+ credit hours</li> <li>• Good academic and disciplinary standing</li> <li>• Communication skills</li> <li>• Awareness of campus resources</li> <li>• Campus involvement</li> </ul>	<p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>• Applications due in late February</li> <li>• Individual interview in early March</li> <li>• Training begins Spring Quarter</li> </ul>
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### Application/Interview Examples

Meet our applicants!



**Mary Butler Stone**



**Julie Schultz**

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### Julie's Essay Response

*I am applying for this position because I think it would be a great way to make some extra money while I am at Ohio State. Plus, I have heard really great things about this position from friends who have done it and it seems like a pretty fun job. I think I have what it takes to be good at this position most especially that I am a people person. I love to be around people and I think I immitate what others should be when they come to Ohio State. I have been really involved on campus and I would love to show my buckeye pride.*

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### Mary Butler's Essay Response

*I first began assisting other Ohio State students during my freshman year as a University Host through Undergraduate Admissions. Through this role, I sought to get prospective students excited about attending Ohio State by sharing my own experiences with them and helping them to imagine their future at this University. Through hosting, I have learned more about approachability and working with diverse populations.*

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### Mary Butler's Essay Response

*...These are two qualities that I believe would be an asset in the position I am applying for, and I would love to continue to develop these attributes while at the same time continuing to give back to a University that has given me so much. An experienced student can offer great ideas, can serve as a resource, and can be a familiar and smiling face to other students; if selected, I would strive to meet all of these goals through everything I do.*

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**The Interview**

1. What are your strengths as a leader that would be beneficial in this position?
2. What are your weaknesses as a leader that could prove challenging in this position?
3. What does diversity mean to you and how would you incorporate that in a group with whom you work?

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**Closing Thoughts, Q&A**

- What remaining questions/concerns do you have about a student leadership selection process?

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**Thank You for Attending!**

- Nicole [Craven.10@osu.edu](mailto:Craven.10@osu.edu)
- Julie [Schultz.173@osu.edu](mailto:Schultz.173@osu.edu)
- Ebony [Smith.5053@osu.edu](mailto:Smith.5053@osu.edu)
- Mary Butler [Stone.351@osu.edu](mailto:Stone.351@osu.edu)

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## Insider Tips when Applying for Student Leadership Positions

### *When you apply for a position...*

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- **Do your research** – learn as much as you can about the position and the office offering the position; review the job description so you can match your skill set to what they are seeking
- **Give your references plenty of notice** – you need to give at least two weeks notice when asking for a letter of recommendation and a week notice if you are requesting to list someone as a reference
- **Make your resume unique** – do not use a Microsoft word template; use your space wisely and come up with a custom organization format. As an undergraduate, your resume should not be more than two pages (one page is preferable)!
- **Clean-up your online identity** – staff and faculty can check Facebook and MySpace...are you representing yourself well in your profile?
- **Be creative and original with your short answer responses** – when interviewers read 100+ applications, you will not stand out if you describe yourself as a “people person”; think of other qualities that make you unique!
- **Proofread!** – there is no excuse for misspelled words and poor editing

### *During an interview...*

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- **Choose appropriate interview attire** – dress professionally, never wear jeans or flip flops!
- **Practice, practice, practice** – write out answers to common interview questions
- **Know the precise location of your interview** – arrive at least 10 minutes early
- **Smell good...but not TOO good!** Don't be that person who wears too much perfume or cologne
- **Don't chew gum during an interview.** Ever.
- **Shake hands and smile** – a positive first impression goes a long way
- **Answer *all* parts of a question** – don't start to formulate your response until you have heard the entire question; an interviewer should not have to repeat a question
- **Maintain eye contact and execute good non-verbal communication**
- **Beware of “trick” questions** – some questions try to assess your weaknesses without coming right out and asking directly; be prepared to illustrate how you handle stress, frustration, or difficult co-workers
- **Examples, examples, examples** – even if the interviewer doesn't ask you for an example, specifically, it is still nice to give one as a way of illustrating your point (plus, it often helps the interviewer to remember you among many applicants!)
- **Thank the interviewers** – they took time out of their schedule to meet with you – be appreciative!

### *After the interview...*

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- **Follow up with a thank you note/email** – thank the interviewer again for his/her time, tell them what you most enjoyed hearing/learning about during the interview, remind them of your best attribute(s) that would make you an ideal candidate for the job, and sign the note with your name and phone number
- **Do not call to follow up before the specified timeline has passed** – if an interviewer says he/she will let you know an answer by the end of next week, do not contact him/her to follow up before that date. It doesn't show that you are eager, it's just annoying

# Julie Schultz

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<b>Objective</b>	To get a job at Ohio State		
<b>Education</b>	2007-present	The Ohio State University	Columbus, OH
	<b>Sociology</b>		
	▪ Member of IA Scholars		
<b>Work experience</b>	June 2008 – 08/08	Cold Stone Creamery	Gahanna, OH
	<b>Employee</b>		
	▪ Sold ice cream to costumers		
	▪ Sang songs when someone tipped more than a dollar		
	▪ Cleaned up garbage		
	2007-2008	McDonald's	
	<b>Crew member</b>		
	○ Worked the cash register		
	○ Worked the drive-thru		
	○ Put together costumers orders		
	September 2008-present	Mack Hall	Columbus, OH
	<b>Office Assistant</b>		
	▪ Check out keys to residents who are locked out		
	▪ Sort mail and put it in mailboxes		
	▪ Answer phone and answer questions		
<b>Extracurricular activities</b>	IA Scholars		
	Block "O" member		
	Mack Hall Council – Floor Rep		
	PRSSA		
<b>Volunteer experience</b>	OSUMC – Patent escort		
	Franklin County Animal Shelter		

# MARY BUTLER STONE

1800 Cannon Drive  
Columbus, OH 43210

614.688.3210  
mbstone@gmail.com

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## EDUCATION

### *Bachelor of Arts, English*

The Ohio State University – Columbus, OH  
June 2011 (anticipated)

### *High School Diploma*

Dublin Coffman High School – Dublin, OH  
June 2007

## EXTRACURRICULAR EXPERIENCE

### *General Member*

Student Alumni Council (SAC) – The Ohio State University  
January 2009 – present

- Uphold the expectations of general membership by actively participating in weekly meetings and volunteer opportunities
- Collaborate with fellow members, alumni, and University administrators to promote excellence within and beyond the University community
- Contribute time and planning to key SAC events including May Week, Homecoming Week, and several programs affiliated with the Ohio State University Alumni Association

### *Office Assistant, Lincoln Tower*

University Housing – The Ohio State University  
September 2008 – present

- Maintain excellent customer service for residents and guests of Lincoln Tower, handling keys, packages and mail, and answering phones
- Serve as a liaison between students and University Housing staff members
- Provide resources, advice, and directions to residents and guests who visit the front desk of Lincoln Tower, ensuring that the building is a welcoming and safe environment in which students live

### *Humanities Scholar*

University Honors & Scholars Program – The Ohio State University  
August 2007 – June 2008

- Participated in a week-long Spring Break trip to Washington, D.C. with 15 other Scholars students which focused on cultural and historical aspects of the American political structure
- First-Year representative on the Leadership Council, a group of students who serve in an advisory capacity to the Program Coordinator and assist with planning and implementing social and service activities for the group
- Tutored an inner-city middle school student approximately 3 hours per week for Winter Quarter 2008

## OTHER RELATED EXPERIENCE

*Student Volunteer (Ohio State University Medical Center),* January 2008 – present

*Maximus Scholarship Competition host (University Honors & Scholars Center),* February 2009

*Relay for Life participant (American Cancer Society),* April 2008

*BuckeyeThon volunteer (Ohio Union/Children's Miracle Network),* February 2008

*Community Commitment volunteer (Ohio Union),* September 2007, 2008

## HONORS & AWARDS

*Alpha Lambda Delta/Phi Eta Sigma Freshmen Honoraries, The Ohio State University chapter,* April 2008 – present