



Application Package for LOCUS Off-Campus Advisors 2012-2013

Should you have any questions related to the application process please contact
Megan Lott at [Mlott@wlu.ca](mailto:mlott@wlu.ca) or 519.884.0710 ext. 2458.

PLEASE PRINT CLEARLY OR TYPE YOUR RESPONSES.

Name: _____
Surname Given names

WLU Student Number: _____ WLU Email Address: _____

Current Address: _____
Street address (or residence name, room number & mailbox number)

_____ City Province Postal Code

Permanent _____
Street address

_____ City Province Postal Code

Telephone: _____
Please enter a phone number where we may reach you during the application process

What program are you currently studying? _____

Current Cumulative GPA: _____ Year of graduation: _____

Have you ever lived in a university or college residence? Yes No

If yes, when and where? _____
Building Name & Floor Name of Don Year

Please state succinctly why you have chosen to apply for the position of LOCUS Off-Campus Advisor:

Please list any extracurricular commitments, including part-time work that is/are anticipated for 2012-2013 (include estimated hours per week):

Please list any positions that you have held in the past 4 years that you believe qualify you to be a LOCUS OCA:

LOCUS staff are required to maintain a minimum cumulative GPA of 5.0. Do you expect to meet this requirement in May 2012? Yes No

If I do not meet this requirement after grade verification with the Registrars Office in the summer of 2012. I understand that my offer of employment will be withdrawn. Yes No

Will you be a full-time student (minimum of 1.5 credits per term) for the 2012-2013 academic year? Yes No

I understand that attendance at Don Training in August is mandatory, and I am available to attend all sessions during this time. Don training will begin in the last week of August 2012.

Yes, I understand

To assist in assessing your qualifications for the position of LOCUS Off-Campus Advisor, please respond to the following four questions. Each answer should be no more than 250 words each. Answers should be typed, in complete sentence format, and double spaced.

Question #1

What is the primary focus of the LOCUS program?

Question #2

Select three (3) words that best describe your leadership style. Explain your selection by relating a situation wherein you, as a leader, displayed these three qualities.

Question #3

The values of the Residence Life Program are: Leadership, Integrity, Attitude, Development, Commitment and Community. Please choose one unlisted value that you most strongly identify with and explain why.

Question #4

Identify two (2) unique challenges of the first year off-campus student. Explain how a LOCUS OCA can assist students in facing this challenge. Furthermore, identify one (1) unique challenge that you would face with respect to building community with your students. Explain how you would overcome said challenge.

References

Please give the names of two references that are qualified to evaluate your competence according to the responsibilities of a LOCUS Off-Campus Advisor.

1. Name: _____
Surname Given names

Title: _____

Organization: _____

Phone Number: _____

2. Name: _____
Surname Given names

Title: _____

Organization: _____

Phone Number: _____

Be advised that we reserve the right to communicate with other University departments regarding your suitability for this position.

I authorize Wilfrid Laurier University to contact the referees and release from liability or responsibility all persons supplying reference information. I certify that the foregoing statements and any attached documentation are true and correct, and I agree that any misrepresentation made by me in this application will be sufficient cause for my dismissal from the Residence Life program without prior notice.

Applicant's Signature

Date

THE APPLICATION DEADLINE IS THURSDAY, MARCH 1st, 2012 AT 4:30 PM

Please return your completed application to:

Residence Life Management Team
c/o Residence Life Office
75 University Ave. West
Waterloo, Ontario Canada
N2L 3C5
Fax: 519 - 883 - 9060

Please note that the entrance to the Residence Life office can be found on the north-most side of the King St. Residence building (200 King St. North) in which it is located. Applications that are dropped off while the office is closed may be left in the drop-box located on the left hand side of the main office doors.

Please include a Resume in your application package