

PENNSYLVANIA GOVERNOR'S SCHOOL FOR THE SCIENCES

2018

Application for position as
Co-Director of Residential Life (RLD)

We typically hire two people as Co-Directors of Residential Life (RLD): one male and one female. These people will serve as liaisons between the Residential Life Staff (TA/Counselors) and the PGSS Program Office. Preferred experience: should have graduated from college by the start of the program, and should have had two summers of prior experience with PGSS as a TA/Counselor.

Responsibilities of the RLDs include:

- Supervising the Residential Life Staff (TA/Counselors).
Assisting the Program Director with room assignments for TA/Counselors and PGSS Students.
Assigning duties to TA/Counselors, in regard to all dorm and social activities.
Managing money for social events, and delivering money to the PGSS Program Office.
Assisting the Program Director with assigning TA/Counselors to the various elective courses.
Organizing and leading weekly Residential Staff meetings.
Providing for the health and safety of the students and residential staff.
Serving as a role model, in regard to teamwork and community-building.
Enforcing residence life dorm & curfew regulations
Meeting at least weekly with the Program Director.

PART I. General Information

Name

Name of University/College Currently Attending (or from which you have graduated)

Your Current Address City State Zip Code

Your Current Phone No. Your Phone No. after May 1 of this year

Your Address after May 1 of this year City State Zip Code

Male Female Sex (Circle One) Date of Birth XXX-XX- Social Security No. (last 4 digits)

Degree Program (Major) Graduation Date

e-mail address

Did you attend the Pennsylvania Governor's School for the Sciences (PGSS) as a student? Yes No
If yes, what year did you attend PGSS?

Were you a TA/Counselor for PGSS? Yes No
If yes, what years did you serve as a TA/Counselor?

**PART II. References**

Please ask two people to write letters of reference in support of your application, and have them send their letters, by the application deadline, directly to the address below (either by postal mail or email).

Barry Luokkala, Ph.D., University Director  
Pennsylvania Governor's School for the Sciences  
c/o Department of Physics  
Carnegie Mellon University  
Pittsburgh, PA 15213  
Email: [pgss@cmu.edu](mailto:pgss@cmu.edu)

Deadline: March 15

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**PART III. Qualifications**

1. Please attach your current resume or Curriculum Vitae and a current University transcript to this application form.
2. Please respond to the following questions, either in the space provided, or on separate sheets.

**A. Why do you want to become a PGSS Co-Director of Residential Life (RLD)?**

**B. RLD Qualifications. (See the list of Responsibilities of the RLDs at the top of Page 1.) Please describe any experience you have had in these areas and/or what you view as your primary focus in fulfilling these responsibilities.**

- C. Occasionally a problem arises which requires intervention by the RLD. Some examples are:
- A student chronically showing disrespect to other students or to the TA/Counselors.
  - A TA/Counselor becoming inappropriately involved with a student or another TA/Counselor.
  - A student manifests a health/behavioral problem which is potentially dangerous.
  - A TA/Counselor fails to perform a scheduled task.

Choose one of the above problems and explain how you would handle the situation.

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The PGSS RLDs will be expected to take up dormitory residency on the CMU campus on Wednesday, June 27, and will remain in residence until Sunday, August 5. Living quarters are in the same dormitory as the PGSS students.

PGSS RLDs are not permitted to have other employment or to take courses while the PGSS program is in operation.

Stipend: \$3,000. Housing is included (in the PGSS dorm) as well as a food allowance.

**Please keep a copy of this application for your records, since it includes dates of arrival and departure.**

Return completed application to:

Barry Luukkala, University Director  
Pennsylvania Governor's School for the Sciences  
c/o Department of Physics  
Carnegie Mellon University  
Pittsburgh, PA 15213  
Email: [pgss@cmu.edu](mailto:pgss@cmu.edu)

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