

Rita M. Wiley | [REDACTED]

May 14th, 2018

Residential Life Search Committee:
Indiana State University

To Whom It May Concern:

I am excited to write today to express interest in applying for the Residential Life Area Coordinator at Indiana State University. In my current experiences within higher education settings, I believe I have many skills that can be easily transferred into pursuing this position.

I currently serve as a Residence Hall Director at Ball State University, and have worked with numerous students living in an upperclassmen residence hall over the course of my three years in this position. My community composed of upperclassmen has been a consistent challenge, but have created and adapted several components to create a thriving and robust community centered around successful hall programming and hall government models.

One of the many challenges in the upperclassmen community I oversee is the lack of academic support as we do not host a living learning community. Assessing a need to implement academic support, I have tasked my resident assistants to plan additional educational programs to engage students academically to facilitate academic connections to their majors. In addition, I have helped facilitate departmental initiatives including MapWorks, mid-term deficiencies, non-enrolled student reporting to help in the retention efforts of students. By highlighting this significant academic focus, I have seen a high percentage of students return to the hall community every year.

In addition, I understand this position oversees a considerable greek life population. At Ball State, I have had the opportunity to advise the Lambda Chi Alpha chapter as their faculty advisor. Although my primary responsibilities include creating a guided approach to academic success, I have also helped assist the chapter through a series of challenging incidents. Through these obstacles, I have worked with the executive board and the alumni advisor to support and provide leadership development and individual resiliency. Furthermore, I have also been able to serve on the divisional Greek Life task force this past spring semester to assess the current culture, and analyze the gaps between training materials and policies.

As a Residence Hall Director, several of my tasks include developing and presenting training programs for housing procedures relating to student leadership development, crisis response, programming and diversity topics for resident assistants and staff members. In addition, I oversee an individual program model for my resident assistants and hall government to assess learning outcomes correlating to divisional learning outcomes. I am also responsible for recruiting, hiring, and training resident assistants in addition to supervision of a graduate student.

This position also requires high attention to detail and administrative skills as I have managed organizational documents of room moves, budget management, resident assistant task documentation, and worked on several departmental committee tasks simultaneously. These administrative skills would be easily transferrable into this position.

I hope to be able to continue talking about my skills as I have only been able to speak on a few of my experiences. I am very eager in the opportunity to speak further regarding this position. Thank you for your time and consideration for this position, and I look forward to hearing from you.

Respectfully,



Rita M. Wiley