Student Leadership

SCAD
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Student Ambassador

The SCAD student ambassador program is a leadership organization for current SCAD students interested in promoting the college through interaction with prospective students. Student ambassadors serve as college hosts for prospective students and their families throughout the year, helping to answer questions and assist visitors from a student’s perspective.

Student ambassadors participate in a variety of activities and events and are trained in various aspects of the admission process. They learn college history and become familiar with college resources. Student ambassadors gain leadership, public speaking, self-promotion, networking, and professional skills through working on committees and taking on responsibilities for the organization.

SCAD student ambassadors are affiliated with the nationally recognized Association for Student Advancement Programs. This organization holds regional and national conferences, which SCAD student ambassadors are encouraged to attend. There are several opportunities for student ambassadors to get involved, including:

Summary of Responsibilities

Student Leadership
SCAD student ambassadors may serve as executive board members in leadership positions including president, vice president of membership, recording secretary, historian, or committee chair.

SCAD Days
SCAD Days are Saturday open houses hosted by the admission department to welcome hundreds of prospective students and their families to tour the college and learn more about the admission process and student life at SCAD. During these events, student ambassadors serve as shuttle bus tour guides and share their own SCAD experiences. Student ambassadors are required to work SCAD Days.

Ambassador Buddy System
Through the buddy system, visiting prospective students have opportunities to attend class, have lunch or correspond by e-mail with a SCAD student ambassador.

Hometown Heroes
In the Hometown Heroes program, SCAD students are encouraged to visit their former high schools or colleges during SCAD breaks (winter, spring, or summer) and be a student SCAD representative for a day. Ambassadors facilitate training sessions and provide students with literature and SCAD gifts for their class visits.

Young at Art
A team of SCAD student ambassadors offers workshops at area middle and elementary schools.

Call-A-Thons
Student ambassadors are trained on telephone etiquette and admission policies and meet regularly to make phone calls to prospective students.

College Event Volunteers
Student ambassadors assist with college events including the annual scholarship gala, graduation, and special tours. In this capacity, student ambassadors often mingle with VIPs and special guests.

Remuneration
Student ambassadors are not paid, but may receive awards or special perks for their service to the college.

Supplemental Application Questions

· Why did you choose to come to SCAD?
· What has surprised you the most about coming to SCAD?
· You are giving a VIP college tour. What factors do you take into consideration when preparing to represent student ambassadors and SCAD?
· You are giving a tour to a small group of parents and students on SCAD Day and a parent asks you, “What is your least favorite thing about the college?” What would your response be?
· What extra- or co-curricular activities have you been involved in? How have these enhanced your SCAD experience?
· What do you think are the top advantages to being a SCAD graduate?
· What are your plans after graduation?
· What advice would you give entering students?

Interview availability
Indicate all the times and dates you are available for interviews. Students who are also applying for positions in other departments will be assigned an interview time Friday, Feb. 8.

Monday, Feb. 4
- 11 a.m.–noon
- noon–1 p.m.
- 4:30–5:30 p.m.

Tuesday, Feb. 5
- 11 a.m.–noon
- noon–1 p.m.
- 4:30–5:30 p.m.

Wednesday, Feb. 6
- 11 a.m.–noon
- noon–1 p.m.
- 4:30–5:30 p.m.

Thursday, Feb. 7
- 11 a.m.–noon
- noon–1 p.m.
- 4:30–5:30 p.m.
Timeline
Jan. 7 .................................................................................................................................................. Applications available
Jan. 28 .................................................................................................................................................. Applications due
Jan. 28–Feb. 1 ...................................................................................................................................... Applications reviewed
Feb. 1 ...................................................................................................................................................... Candidates contacted to schedule interviews
Feb. 4–8 .................................................................................................................................................. Interviews
Feb. 15, 10–11 a.m. ............................................................................................................................... Pre-selection ambassador orientation
Feb. 16 .................................................................................................................................................. SCAD Day
Feb. 21–23 ............................................................................................................................................. ASAP Conference
March 7 ................................................................................................................................................... Candidates notified of selection
March 14 ........................................................... Candidates must accept or decline position

Contact Information
Erina Tandy, Assistant Director of Recruitment
Student Ambassador Adviser
Poetter Hall Welcome Center
912.525.5159 · asap@scad.edu

Orientation Assistant

Summary of Responsibilities

Summer Swarm
Orientation assistants, if assigned, assist in facilitation of the Summer Swarm program by serving as first-response/first-reporting sources for crisis management team and college security; monitoring Summer Swarm residential facility for policy or safety infractions, and serving as ambassadors and information resources to Summer Swarm participants.

Fall orientation
· Orientation assistants assist in facilitation of the fall orientation program by running assigned stations, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of library tours and computer orientation as assigned.

Winter, spring and summer quarter orientation
· Orientation assistants assist in facilitation of winter, spring and/or summer orientation programs as assigned by running assigned station, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of library tours and computer orientation as assigned.

First-year Experience classes
· Orientation assistants help facilitate FYE classes.
· Orientation assistants serve as peer mentors and answer questions in and out of class.
· Orientation assistants keep attendance for FYE classes.

Sidewalk Arts Festival
Orientation assistants help set up and facilitate family weekend events, such as family breakfast or the children’s tent, as assigned. Other duties as assigned.

Education and/or experience
Orientation assistants must be currently enrolled full-time SCAD students who possess appropriate communication, networking and presentation skills; or equivalent combination of education and experience.

Hours
Hours are assigned as needed for orientation weekend events (fall, winter, spring and summer, including Summer Swarm and First-year Experience course presentations).

Supervision
Orientation assistants report directly to the director of student involvement.

Supplemental Application Questions
· What messages do you feel are the most important to communicate to new students?
· Why is it vital that an orientation assistant be a good role model?
· What does it mean to act professionally?
· What do you perceive as the responsibilities of an orientation assistant?
· List any SCAD activities in which you are involved.
· Describe any experiences you have had that you believe have prepared you for this position.

Timeline
Jan. 7 .................................................................................................................................................. Applications available
Jan. 28 .................................................................................................................................................. Applications due
Jan. 29 ........................................................... Candidates notified regarding individual interviews
Feb. 8 ..................................................................................................................................................... Individual interviews and notification of group process interview time
Feb. 15 .................................................................................................................................................. Group process interviews
March 7 .................................................................................................................................................. Candidates notified
March 14 ........................................................... Candidates must accept or decline position

Contact Information
Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912.525.4400 · jfeldgor@scad.edu
Transfer Orientation Assistant

Summary of Responsibilities

Fall orientation
· Orientation assistants assist in facilitation of the fall orientation program by running assigned station, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of college tours, library tours and computer orientation as assigned.

Winter, spring and summer quarter orientation
· Orientation assistants assist in facilitation of winter, spring and/or summer orientation programs (as assigned) by running assigned station, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of college tours, library tours and computer orientation as assigned.

Welcome Week
Orientation assistants coordinate efforts with new transfer students to attend selected welcome week events.

Sidewalk Arts Festival
Orientation assistants help set up and facilitate family weekend events, such as the family breakfast or children’s tent, as assigned. Other duties as assigned.

Education and/or experience
Orientation assistants must be currently enrolled full-time SCAD students who possess appropriate communication, networking and presentation skills; or equivalent combination of education and experience.

Hours
Hours are assigned as needed for orientation weekend events (fall, winter, spring and summer, including Summer Swarm).

Supervision
Orientation assistants report directly to the director of student involvement.

Supplemental Application Questions
· What messages do you feel are the most important to communicate to new students?
· Why is it vital that an orientation assistant be a good role model?
· What does it mean to act professionally?
· What do you perceive as the responsibilities of an orientation assistant?
· List any SCAD activities in which you are involved.
· Describe any experiences you have had that you believe have prepared you for this position.

Timeline
Jan. 7 ................................................ Applications available
Jan. 28 ........................................ Applications due to the Student Center’s office of student involvement
Jan. 29 .......... Candidates notified regarding individual interviews
Feb. 8 .................................................. Individual interviews and notification of group process interview time
Feb. 15 .................................................. Group process interviews
March 7 ............................................... Candidates notified
March 14 .......... Candidates must accept or decline position

Contact Information
Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912.525.4400 · jfeldgor@scad.edu

Graduate Orientation Assistant

Summary of Responsibilities

Fall orientation
· Orientation assistants assist in facilitation of the fall orientation program by running assigned station, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of college tours, library tours and computer orientation as assigned.

Winter, spring and summer quarter orientation
· Orientation assistants assist in facilitation of winter, spring and/or summer orientation programs (as assigned) by running assigned station, leading student groups to specific locations, answering questions for staff, families and students, and directing flow of traffic.
· Orientation assistants help in the facilitation of college tours, library tours and computer orientation as assigned.

Education and/or experience
Graduate orientation assistants must be currently enrolled full-time SCAD graduate students who possess appropriate communication, networking and presentation skills; or equivalent combination of education and experience.

Education and/or experience
Graduate orientation assistants must be currently enrolled full-time SCAD graduate students who possess appropriate communication, networking and presentation skills; or equivalent combination of education and experience.
Hours
Hours are assigned as needed for orientation weekend events (fall, winter, spring and summer).

Supervision
Orientation assistants report directly to the director of student involvement.

Supplemental Application Questions
- What messages do you feel are the most important to communicate to new students?
- Why is it vital that an orientation assistant be a good role model?
- What does it mean to act professionally?
- What do you perceive as the responsibilities of an orientation assistant?
- List any SCAD activities in which you are involved.
- Describe any experiences you have had that you believe have prepared you for this position.

Timeline
Jan. 7 ................................................ Applications available
Jan. 28 ........................................ Applications due to the Student Center’s office of student involvement
Jan. 29 .......... Candidates notified regarding individual interviews
Feb. 8 ........................................................ Individual interviews
Feb. 15 ......................................................... Group process interviews
March 7 ................................................... Candidates notified
March 14 .................. Candidates must accept or decline position

Contact Information
Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912.525.4400 · jfeldgor@scad.edu

SCAD Art Smarts Counselor
Art Smarts counselors are integral members of the Art Smarts staff. Counselors are responsible for promoting a strong camp community through camper supervision, classroom support and the planning and facilitating of extracurricular activities.

Student qualifications
- Possess and maintain a quarterly GPA of 2.66 and a cumulative GPA of 2.5 or higher.
- Complete at least 30 credit hours (either at or transferable to SCAD) prior to assuming the position.
- Maintain good disciplinary standing with residence life and housing and SCAD.

Personal responsibilities
- Conduct one’s self in a professional manner and exhibit role model appropriate behavior.
- Community development and programming responsibilities.
- Assist teachers in individual and group instruction. Encourage and reinforce responsible and mature behavior on a daily basis.
- Work individually and as a member of a staff team to plan and implement extracurricular activities.

Staff responsibilities
- Attend and participate in all camp-related meetings and training, including but not limited to pre-camp training and weekly staff meetings.
- Arrive each camp day prior to the arrival of the campers and remain until all individually assigned campers have departed.
- Serve as an open and active communication link between campers, teachers and parents.

Administrative responsibilities
- Supervise the check-in and checkout of assigned campers.
- Confirm daily no-shows to coordinator and provide assistance with all opening and closing functions.
- Be alert to safety and security issues and take appropriate action to ensure the safety of the campers and the proper notification of the camp coordinator.

Supplemental Application Questions
- What motivated you to apply for the Art Smarts counselor position?
- Why is it vital that an Art Smarts counselor be a good role model?
- If you had to choose three qualities or traits that an Art Smarts counselor would utilize to be successful, what would they be and why?
- What populations of students are you interested in working with? Indicate ages 7–9, ages 10–12 or ages 13–14. Explain your answer.
- What experience do you have working with youth?

Remuneration
Art Smart counselors receive $7 an hour based on 30 hours per week. The stipend is paid in one installment at the conclusion of the final Art Smarts camp.

Timeline
Jan. 7 ................................................ Applications available
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Timeline
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Feb. 15 .................................................... Group process interviews
March 7 ................................................... Candidates notified
March 14 ................. Candidates must accept or decline position

Contact Information
Katrine Trantham, Director of On-campus Recruitment
Admission
912.525.5123 · ktranth@scad.edu

International Student Assistant

Job responsibilities
· Respond to new international students’ concerns, questions and needs
· Offer input in the development and evaluation of the orientation program
· Serve as a role model to students
· Interact with parents
· Attend orientation activities as requested
· Explain college policies and the reasons why such policies are in place
· Help new students with short-term personal conflicts
· Offer creativity by designing some aspects of the program
· Facilitate group discussions and answer a variety of questions
· Report student and parent concerns to proper college officials
· Assist with check-in and registration procedures
· Take on other duties as assigned by the ISSO staff
· Follow up with new international students throughout the year
· Display a positive attitude toward the college and its mission
· Like meeting new people and have lots of fun!

Qualifications
· Previous leadership experience
· Enthusiasm, compassion and confidence
· Willingness to get involved in college activities
· Ability to participate in training sessions
· Ability to work the required schedule during orientation events
· Flexibility, open-mindedness and a sense of humor
· Knowledge of Savannah and the surrounding community
· Familiarity with SCAD programs and policies
· Ability to work in a group environment and interact with other students effectively
· Knowledge of issues that affect first-year international students and strategies for success

Rising Star and SCAD Summer Seminars Assistant
Rising Star and SCAD Summer Seminars are summer programs for high school students offered through the admission department. Applicants may indicate their program of choice, but will be considered for both.

What is Rising Star?
This five-week residential program in Savannah offers rising high school seniors a real college experience. Taught by SCAD professors, the courses are challenging. Students who successfully complete the Rising Star program earn college credit, which may be applied toward a baccalaureate degree at SCAD or at other colleges or universities (course credits are applied to degree requirements at the discretion of the accepting institution). Rising Star students have the opportunity to advance their knowledge and preparation toward a degree and career in the arts. Outside class, students complete assignments, take field trips, socialize, and enjoy the parks and other local attractions.

What are SCAD Summer Seminars?
SCAD Summer Seminars are residential or nonresidential summer workshops designed for high school students who have completed their freshman, sophomore or junior years. Students take two separate workshops over the course of the week. Outside of class times, students participate in activities and social events on and off campus.

Position description
· Available to work June 14-July 27, 2008
· Serve as a role model and SCAD representative to students and parents

Contact Information
Jessica Dunn, Senior International Student Adviser
Student Involvement
912.525.7303 · jdunn@scad.edu

Rising Star and SCAD Summer Seminars Assistant
Rising Star and SCAD Summer Seminars are summer programs for high school students offered through the admission department. Applicants may indicate their program of choice, but will be considered for both.

What is Rising Star?
This five-week residential program in Savannah offers rising high school seniors a real college experience. Taught by SCAD professors, the courses are challenging. Students who successfully complete the Rising Star program earn college credit, which may be applied toward a baccalaureate degree at SCAD or at other colleges or universities (course credits are applied to degree requirements at the discretion of the accepting institution). Rising Star students have the opportunity to advance their knowledge and preparation toward a degree and career in the arts. Outside class, students complete assignments, take field trips, socialize, and enjoy the parks and other local attractions.

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SCAD Summer Seminars are residential or nonresidential summer workshops designed for high school students who have completed their freshman, sophomore or junior years. Students take two separate workshops over the course of the week. Outside of class times, students participate in activities and social events on and off campus.

Position description
· Available to work June 14-July 27, 2008
· Serve as a role model and SCAD representative to students and parents

Contact Information
Jessica Dunn, Senior International Student Adviser
Student Involvement
912.525.7303 · jdunn@scad.edu
Serve as a live-in staff member in Oglethorpe House (SSS) or Turner House (RS)
Help students with personal and academic concerns as they relate to the programs
Attend RS/SSS activities, trips and programs
Assist in planning, promotion and implementation of activities that build community amongst students and help acclimate them to SCAD and Savannah
Share rotating night duty with staff members
Offer input in the development and evaluation of RS/SSS policies
Complete other duties as assigned

**Position qualifications**
- Previous leadership experience
- Enthusiasm, confidence and compassion
- Prior experience in a SCAD residence hall for two quarters or equivalent

**Additional information**
- Assistants are permitted to take one summer class during the program; the class must be at either 8 a.m. or 2 p.m.
- Assistants are not permitted to hold outside jobs.
- If not taking classes, assistants must find alternative housing once the program is complete.
- If taking a class, once the program is complete assistants may be permitted to stay in the residence hall (room assignment is subject to change).

**Supplemental Application Questions**
- What influenced your decision to attend SCAD?
- Describe your education and social experiences at SCAD.
- Why are you interested in working as a SCAD Summer Seminars or Rising Star assistant?

**Remuneration**
- Room in Oglethorpe House (SSS) or Turner House (RS) and meal plan for duration of program
- Stipend equivalent to 20 hours per week at minimum wage for duration of program
- Admittance to RS/SSS programs, trips and activities

**Timeline**
Jan. 7 ................................. Applications available
Jan. 28 .............................. Applications due to Student Center
Jan. 28–30 ............................. Applications reviewed
Feb. 1 .............................. Candidates contacted to schedule interviews
Feb. 6–8 ............................ Individual interviews
Feb. 22 .............................. Candidates notified
Feb. 29 ........................... Candidates must accept or decline position

**Contact Information**
Debbie Bradley, Assistant Director of Recruitment
Poetter Hall
912.525.5929 · dbradley@scad.edu

**Student Activities Council Student Director**
The SAC student director is an integral part of the SAC and the SI office and serves as a resource for students and staff. The director helps in the planning and execution of college events and leads SAC members at meetings and events. The director assists with and facilitates meetings and event planning along with the coordinator and acts as a resource in the student involvement office and around SCAD about upcoming events. The director’s job responsibilities are as follows:

- Schedule coordinators for office hours each quarter.
- Update office changes and maintain weekly contact with coordinators.
- Staff the SAC office a minimum of 10 hours per week.
- Attend weekly staff meetings.
- Attend all events organized by SAC.
- Provide customer service to faculty, students and staff members who enter the SI office.
- Provide an agenda at executive meetings and general member meetings for all in attendance.
- Complete necessary tasks and projects along with assigning tasks and projects to each member of SAC.
- Maintain a schedule and manage a group to make sure all goals are met.
- Serve as primary contact in student involvement office about SAC activities.

**Requirements**
- Reliability to fulfill scheduled office hours
- Professional attitude in the workplace
- Ability to work in a team environment
- Initiative to plan and organize projects
- Cumulative GPA of 3.0 or above
- Continued full-time student status (12 hours or above)
- At least two full quarters of previous SCAD attendance
Remuneration
The SAC student director receives a monthly stipend of $200 based on 10 hours per week. The stipend is paid in monthly installments during the term of the working agreement.

Timeline
Jan. 7 ............................................................... Applications available
Jan. 28 ........................................ Applications due to the Student Center’s office of student involvement
Jan. 29 .............. Candidates notified regarding individual interviews
Feb. 8 ............................................................... Individual interviews and notification of group process interview time
Feb. 15 ............................................................... Group process interviews
March 7 ............................................................. Candidates notified
March 14 .................. Candidates must accept or decline position

Service Opportunities for Students
Student Director

The SOS student director leads SOS with scheduling, organization, budgeting and contact with service coordinators. The role exists to provide an opportunity for students to organize community service projects and network with other students. The director’s job responsibilities are as follows:

· Attend projects coordinated by service coordinators regularly.
· Maintain records of volunteer hours.
· Schedule service coordinators for office hours each quarter.
· Update office changes and maintain weekly contact with service coordinators.
· Coordinate hiring new service coordinators, including publicity and interviews.
· Arrange and lead weekly staff meetings.
· Attend weekly meetings with staff adviser.
· 20 office hours per week (these hours subject to change).

Requirements
· Reliability to fulfill scheduled office hours
· Professional attitude in the workplace
· Ability to work in a team environment
· Initiative to plan and organize projects
· Cumulative GPA of 3.0 or above
· Continued full-time student status (12 hours or above)
· At least two full quarter of previous SCAD attendance

Contact Information
Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912.525.4400 · jfeldgor@scad.edu

Student Activities Council Coordinator

SAC coordinators are integral parts of the SAC and the SI office and serve as resources for students and staff. Coordinators plan and execute college-wide events and activities. The coordinator job responsibilities are as follows:

· Serve on a team of coordinators creating event and activity programming for SCAD and the Savannah community.
· Staff the SAC office a minimum of 10 hours per week.
· Attend weekly staff meetings.
· Publicize events on the SCAD campus.
· Produce events geared to one of the following areas: movies, lectures, comedies, special events, publicity or music.
· Attend all events organized by SAC.
· Maintain records of events.
· Maintain upkeep of office.
· Stay informed about other programs’ events.

Requirements
· Reliability to fulfill scheduled office hours
· Professional attitude in the workplace
· Ability to work in a team environment
· Initiative to plan and organize projects
· Cumulative GPA of 2.5 or above
· Continued full-time student status (12 hours or above)
· At least two full quarter of previous SCAD attendance

Timeline
Jan. 7 ............................................................... Applications available
Jan. 28 ........................................ Applications due to the Student Center’s office of student involvement
Jan. 29 .............. Candidates notified regarding individual interviews
Feb. 8 ............................................................... Individual interviews and notification of group process interview time
Feb. 15 ............................................................... Group process interviews
March 7 ............................................................. Candidates notified
March 14 .................. Candidates must accept or decline position

Contact Information
Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912.525.4400 · jfeldgor@scad.edu
Remuneration

Student directors are hired as work-study through SCAD; therefore SDs must be work-study eligible. Students not already receiving financial aid are not eligible for work-study. The wage is federal minimum wage. It is the responsibility of the SD to fill out bi-weekly timesheets and leave them for processing. Paychecks are acquired one week after timesheets are turned in.

Timeline

Jan. 7  Applications available
Jan. 28  Applications due to the Student Center’s office of student involvement
Jan. 29  Candidates notified regarding individual interviews and notification of group interview time
Feb. 8  Individual interviews
Feb. 15  Group process interviews
March 7  Candidates notified
March 14  Candidates must accept or decline position

Contact Information

Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912 525 4400 · jfeldgor@scad.edu

Service Opportunities for Students

Service Coordinator

Service coordinators are integral members of the student involvement team. Their role is to provide opportunities for students to participate in community service. These community service projects prepare students for future careers and community involvement through service. The service coordinator’s job responsibilities are as follows:

- Serve on a team of coordinators creating community service programming for SCAD and the Savannah community.
- Staff the SOS office a minimum of 10 hours per week.
- Attend weekly staff meetings.
- Publicize projects on the SCAD campus.
- Prepare, organize and attend projects.
- Follow up with volunteers and agencies (thank-you cards, phone calls, e-mails).
- Maintain records of volunteer hours.
- Maintain upkeep of office.
- Stay informed about other programs’ projects.
- Act as liaison with community agencies and service sites.

Requirements

- Reliability to fulfill scheduled office hours.
- Professional attitude in the work place.
- Ability to work in a team environment.
- Initiative to plan and organize projects.
- Cumulative GPA of 2.5 or above.
- Continued full-time student status (12 hours or above).
- At least two full quarter of previous SCAD attendance.

Remuneration

Service coordinators are hired as work-study through SCAD; therefore SCs must be work-study eligible. Students not already receiving financial aid are not eligible for work-study. The wage is federal minimum wage. It is the responsibility of the SC to fill out bi-weekly timesheets and leave them for processing. Paychecks are acquired one week after timesheets are turned in.

Timeline

Jan. 7  Applications available
Jan. 28  Applications due to the Student Center’s office of student involvement
Jan. 29  Candidates notified regarding individual interviews and notification of group interview time
Feb. 8  Individual interviews
Feb. 15  Group process interviews
March 7  Candidates notified
March 14  Candidates must accept or decline position

Contact Information

Jeffrey A. Feld-Gore, Director of Student Involvement
Student Involvement
912 525 4400 · jfeldgor@scad.edu

Resident Assistant

Resident assistants are integral members of the residence life and housing staff, as they have the most direct and constant student contact. Therefore RAs serve as a communication link between the building residents and the residence life and housing office. RAs are responsible for fostering individual and community development and promoting residents’ academic and personal growth.

Qualifications

- Possess and maintain a quarterly GPA of 2.66 and a cumulative GPA of 2.5 or higher.
- Complete at least 30 credit hours (either at or transferable to SCAD) prior to assuming the position.
- Register for and maintain an academic load of exactly 15 quarter hours.
- Maintain good disciplinary standing with residence life and housing and SCAD.

**Personal responsibilities**
- Conduct themselves in a professional manner, displaying role model appropriate behavior, and comply with the SCAD Code of Student Conduct and Housing License Agreement at all times.
- Accept and promote the mission and goals of residence life and housing.

**Community development and programming responsibilities**
- Understand and commit to building a strong residential community in order to enhance the educational and learning experience.
- Assist residents in individual and group conflict mediation.
- Encourage and reinforce responsible and mature behavior.
- Support the diverse populations in the building by advocating for individual needs.
- Work individually and as a member of a staff team to plan and implement programs.

**Staff responsibilities**
- Participate in staff development activities, including but not limited to weekly staff meetings, in-services, individual meetings, the RA selection and recruitment process, and early fall housing sign-up.
- Attend and participate in all training sessions, including but not limited to fall training and winter training.
- Arrive for the opening of the residence halls and apartments prior to the arrival of residents, to assist staff in preparing the buildings for occupancy and remain until the closing date for each quarter.
- Participate in the on-call duty schedule and accept the fact that frequency of duty varies from building to building.
- Serve as an open and active communication link, working cooperatively with other departments at SCAD.

**Administrative responsibilities**
- Assist in the maintenance and improvement of facilities by reporting damages and encouraging students to take responsibility for their actions.
- Participate in occupancy-related processes including check-in and checkout procedures, room changes, confirmation of no-shows, and opening and closing functions.
- Be alert to safety and security issues and take appropriate action to ensure the safety of the residents and the proper notification of the residence director.

**Remuneration**
All resident assistants receive a free meal plan when the dining hall is in operation as well as a discounted housing rate each quarter. Resident assistants also receive a stipend of minimum wage/work-study based on 20 hours per week. The stipend is paid in bi-weekly installments during the term of the employment agreement. Resident assistant applicants should contact their financial aid counselor to discuss how their financial aid package may be affected by accepting a position should it be offered.

**Timeline**
- Jan. 7: Applications available
- Jan. 28: Applications due to the Student Center’s office of student involvement
- Jan. 29: Candidates notified regarding individual interviews
- Feb. 8: Individual interviews and notification of group process interview time
- Feb. 15: Group process interviews
- March 7: Candidates notified
- March 14: Candidates must accept or decline position

**Contact Information**
Heather Feld-Gore, Assistant Director of Residence Life
Residence Life and Housing
912.525.7000 · hfeld@scad.edu
Resident Assistant Supplemental Application

Submit this form with your attached reflection at your scheduled interview on Friday, Feb. 8. You will not be permitted to interview, and your application will be considered incomplete, without this form and additional one-page reflection.

In addition to the standard student leader application, cover letter and résumé (due Monday, Jan. 28), resident assistant candidates will complete the following to submit as an attachment to their application packet on Feb. 8 during the individual interview process.

The activities listed below are intended to provide you with hands-on examples of the activities and responsibilities that resident assistants complete in their position. You will need to complete the three required activities on the left and two of the four additional activities on the right. At the end of each activity, have a residence life and housing staff member in attendance stamp, initial and date the appropriate box.

After completing the three required and two additional activities, attach a one-page reflection to this form that answers the following question:

What have you learned about the role of the resident assistant position at SCAD? Examples of discussion items in your one page reflection can include:
• insights you gained from the activities
• qualities and traits of successful resident assistants and why
• how you foresee the position impacting your lifestyle
• what you hope to contribute to and gain from the position
• how the position will impact your abilities as an artist and further your career interests
• the type of population you wish to work with (i.e.: first year, upperclass, and/or apartment housing) and why
• anything else you would like to share relative to your skills, experience and intentions for consideration by the selection committee.

Candidate name ___________________________ SCAD ID number ___________________________

SCAD e-mail address ___________________________ @student.scad.edu

<table>
<thead>
<tr>
<th>Residence life sponsored program</th>
<th>Duty with an RA</th>
<th>FYE Series presentation</th>
<th>Meeting with an RD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED</strong> <em>(complete all 3)</em></td>
<td><strong>REQUIRED</strong> <em>(complete all 3)</em></td>
<td><strong>ADDITIONAL</strong> <em>(complete 2 of 4)</em></td>
<td><strong>ADDITIONAL</strong> <em>(complete 2 of 4)</em></td>
</tr>
<tr>
<td>Contact RA for locations and times</td>
<td>Contact RD to schedule location and time</td>
<td>Jan. 14 or Jan. 15, 2 p.m. Jan. 16 or 17, 4 p.m. Jan. 18, 11 a.m. Student Center</td>
<td>Contact RD to schedule location and time</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEAD Conference</th>
<th>Summit Series event</th>
<th>House council meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUIRED</strong> <em>(complete all 3)</em></td>
<td><strong>ADDITIONAL</strong> <em>(complete 2 of 4)</em></td>
<td><strong>ADDITIONAL</strong> <em>(complete 2 of 4)</em></td>
</tr>
<tr>
<td>Feb. 1, 9 a.m. Student Center</td>
<td>Jan. 14 or Jan. 22 Student Center</td>
<td>Contact RD for location and time</td>
</tr>
</tbody>
</table>

Residence Director Contact Information
Kathy Mortensen · 912.525.8421 · Turner House
Rachael Baker · 912.525.8408 · Turner House
Dawn Singleton · 912.525.7161 · Dyson House
Angela Storck · 912.525.7009 · Oglethorpe House and Small Buildings
Timothy Chambers · 912.525.7002 · Barnard and Boundary Villages
Student Leader Application
To be completed by all applicants for any position

Application Instructions and General Tips (retain this portion of the application for your records)

• Print or type all information completely and legibly.
• Submit your application for each position you are applying for; departments will review applications separately.
• Include a cover letter for each position you are applying for, referencing the specific position description. It is recommended that you tailor your cover letter for each position.
• Include a resume for each position you are applying for, including all relevant education, work experience and skills for the position.
• Career services is hosting a resume, cover letter and interviewing session at the Student Center Jan. 14 and Jan. 15, 3 p.m., to assist in application preparation.
• Read over each position description and supplemental application materials. Each position has supplemental materials to be submitted in order for your application to be considered complete.

• Only submit supplemental application materials specific to the position you are applying for. Other departments are not responsible for ensuring your application materials make it to the appropriate department.
• Drop off all completed applications to the Student Center by Jan. 28, 4 p.m.
• Each department will contact you individually as you progress throughout the process.
• If applying for multiple positions, you may be required to participate in multiple selection processes.
• Decisions or exceptions made by one department should not be assumed unilaterally accepted by all departments.
• Each department has a different selection timeline. You should receive this timeline when first contacted after the application due date.
• Enjoy the process and be confident in yourself! Each great journey starts with a single step.

The Savannah College of Art and Design is committed to equality of opportunity and does not discriminate based on race, ethnicity, cultural or national origin, religious or political affiliation, sex, age, or mental and/or physical challenges.

I am applying for the following positions (check all that apply)
While the departments use the same application form, applications will be reviewed separately by each department.
Submit a separate copy of all application materials for each position. Photocopies of originals are acceptable.

Admission ........................................ O SCAD Art Smarts counselor O SCAD Summer Seminars assistant/Rising Star assistant O Student ambassador
International Student Services .... O International orientation assistant
Residence Life ................................. O Resident assistant
Student Involvement ........................ O Orientation assistant O Transfer orientation assistant O Graduate orientation assistant
O Student Activities Council director/coordinator O Service Opportunities for Students director/coordinator

General Demographic Information

Name SCAD ID number

Class standing (as of application date)
Did you transfer to SCAD? O Yes O Freshman O Sophomore O Junior O Senior O Graduate

Date of birth / / Sex O Female O Male

Cumulative GPA Major GPA Major Minor

Anticipated graduation date / / Location O Atlanta O Savannah

Contact Information

SCAD e-mail address ____________________________ @student.scad.edu Cell number

SCAD building (if applicable) O ACA House O Barnard Village O Boundary Village O Dyson O Forsyth O Gaston
O Oglethorpe O Pulaski O Spring House O Turner O Turner Annex O Weston

Off-campus street address (if applicable)

City State Zip code Phone number

Permanent street address (if different than above)

City State Zip code Phone number

Continued on back
### Miscellaneous Information

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<tr>
<th>Shirt size</th>
<th>S</th>
<th>M</th>
<th>L</th>
<th>XL</th>
<th>XXL</th>
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<tr>
<th>Work-study eligible</th>
<th>Yes</th>
<th>No</th>
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</thead>
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<tr>
<th>Special accommodation request</th>
<th>Yes</th>
<th>No</th>
</tr>
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</table>

If yes and you are selected, you may be asked to submit appropriate medical documentation to the office of counseling and student support services and sign a release that information be shared with your selected department(s) to determine appropriate accommodations.

### Cover Letter and Résumé

Include a professional cover letter outlining your interest and applicable skills. It is advised that you write a different cover letter for each position you are applying for. Your résumé should include the following areas: education, employment history, student activities and/or volunteer experience, applicable skills and any honors or awards you have received. Include your cover letter and résumé with this application form.

### Time/Involvement Commitments

List any employment or major time commitments you have for the 2008-09 academic year (jobs, internships, extracurricular activities, athletics, etc.) and the estimated number of hours you will be involved in each. Note that some of the positions may ask you to limit your outside time commitments.

<table>
<thead>
<tr>
<th>Type of commitment and description</th>
<th>Estimated hours per week</th>
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</tbody>
</table>

### Reference Information

A separate copy of each reference must be submitted for each position applied for. Photocopies of originals are acceptable.

<table>
<thead>
<tr>
<th>Name, title and organization</th>
<th>Relationship</th>
<th>Contact phone number and/or e-mail address</th>
</tr>
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<tbody>
<tr>
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### Disclosure and Agreement

I understand the criteria for selection will vary based on the position(s) I am applying for. It is my responsibility to ask questions during the application and selection process to ensure I am fully aware of all obligations, requirements and specific policies. I understand my GPA will be verified and may be a condition of employment for some positions. I further understand infractions of the Code of Student Conduct and Housing License Agreement may be considered in the selection process and I authorize my conduct record to be reviewed by each department to which I submit an application (you may choose to provide an explanation for GPA or conduct situations by including a separate sheet of paper with your application).

I understand that if I am offered a position, I may be required to return to SCAD up to two weeks prior to the start of the fall quarter and may also be required to return to SCAD up to five days prior to the start of winter quarter.

I agree that all of the information I have provided is true and accurate to the best of my knowledge.

Signature: ___________________________ Date: / /
Reference Form Instructions (retain this portion of the application for your records)

Things to consider when selecting references

• Ensure you have three copies of the reference form, one for each reference. You may have your reference make a copy of their reference to use for multiple positions.

  The copy must adhere to all of the stipulations below.

• Select individuals who know you relatively well and are able to speak of your skills and potential as a student leader. Individuals should be able to comment on your abilities as they relate to the position(s) to which you are applying. Appropriate references may be current and past faculty, high school teachers and administrators, employers, organization advisers, or current student leaders within admission, residence life and housing, student involvement, student media, etc. References should NOT be close friends, roommates, family members or other peers. If you are applying to be a resident assistant, Rising Star assistant or Summer Seminars assistant, residence directors cannot complete reference forms because they will provide an assessment of candidates with whom they are familiar at a later point in the process.

• Contact your desired references as soon as possible to give them sufficient time to complete the reference form. Spend a few minutes speaking with each reference about your perception of the position(s), your interest in the position(s) and what you would like the reference to highlight about you. It is helpful to give your references a résumé of your skills and experiences.

• On each reference form, you should first fully complete and sign the section to be completed by the applicant. Ensure you check the appropriate statement as it relates to your future rights to view your reference.

• Review the reference form with your references and give them an envelope for submitting the completed reference.

• Make arrangements to either pick up the completed reference form from your references or otherwise ensure the completed forms have been submitted prior to the deadline (Jan. 28, 4 p.m.). Provide your phone number in case any questions arise concerning your reference form.

• References, when turned in, must be in a sealed envelope. It is your responsibility as an applicant to ensure that all completed references are submitted on or before the designated due date. Your application will be considered incomplete and you will be unable to participate in the selection process without three completed references.

• Express written appreciation to your references for their time and energy. This will be well received!

To be completed by the applicant

Applicant name

I am applying for the following positions (check all that apply)

Admission ........................................... ○ Art Smarts counselor ○ SCAD Summer Seminars assistant/Rising Star assistant ○ Student ambassador
International Student Services .......... ○ International orientation assistant
Residence Life ...................................... ○ Resident assistant
Student Involvement .......................... ○ Orientation assistant ○ Transfer orientation assistant ○ Graduate orientation assistant

                      ○ Student Activities Council director/coordinator ○ Service Opportunities for Students director/coordinator

I request that ___________________________________________________________ complete this form as my reference.

The Family Education Rights and Privacy Act of 1974 allows a candidate for employment to waive his or her right to access confidential letters or statements written on his or her behalf, if the reference is used solely for the purpose of employment and if the candidate, upon request, is notified of the names of all persons. The Savannah College of Art and Design does not require that the candidate sign a waiver as a condition of receiving an appointment. However, under legislation, candidates have the option of signing such a waiver. The candidate’s signature below constitutes a waiver; no signature means the student will have the right to read this reference.

○ I have retained my right of access to this reference. ○ I have waived my right of access to this reference.

Applicant’s signature Date / /

To be completed by the reference

The person named above is applying for a student leadership position and has listed your name as a reference. Each leadership position requires the candidate to exercise sound judgment, act as a role model, take initiative, communicate both orally and in written form, maintain confidentiality, exercise good time management and maintain a positive attitude toward SCAD. Each position also encourages involvement in organizations across campus and facilitates relationships and discussions amongst peers. We hope that you will give us a candid rating of the applicant’s qualifications in the following areas.

How long have you known the applicant? _______________ Years _______________ Months

In what capacity?
Rate the applicant in the following areas by darkening the circle next to the number that best represents your observations of the applicant.
Use only the whole number scale provided (1 = poor, 5 = excellent)

**Initiative and motivation** .................................. 1 2 3 4 5 No basis for rating

**Communication skills** ..................................... 1 2 3 4 5 No basis for rating

**Maturity/responsibility** .................................... 1 2 3 4 5 No basis for rating

**Decision making** ............................................ 1 2 3 4 5 No basis for rating

**Organization/time management** ......................... 1 2 3 4 5 No basis for rating

Indicate the following characteristics by checking each that describes the applicant from your observations.

- Friendly
- Self-confident
- Respects rules and regulations
- Makes a positive first impression
- Maintains good relationships with others
- Role model
- Enthusiastic
- Dependable
- Willing to learn
- Participates in college activities
- Treats everyone as equals regardless of background
- Motivates others
- Problem-solver
- Encourages teamwork
- Positive attitude
- Has rapport with others

Describe from your observations how the applicant has made an impact in his/her community, organization, position, class and/or any other applicable experience.

Describe the applicant’s sensitivity and understanding of individuals and groups and his/her ability to effectively respond to them.

Elaborate on the applicant’s interpersonal skills as they relate to team and group settings, including disposition, mood, emotional response and/or social adjustment.

Describe how the applicant handles administrative responsibilities such as deadlines, paperwork, etc.

Write comments supporting overall evaluation. Include specific comments that support ratings and/or checkmarks and that speak to the candidate’s strengths and weaknesses.

**Overall Evaluation**

- Recommend highly
- Recommend
- Recommend with reservations
- Do not recommend

Reference signature

Date

Title

Phone
Reference Form Instructions (retain this portion of the application for your records)

Things to consider when selecting references

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• Contact your desired references as soon as possible to give them sufficient time to complete the reference form. Spend a few minutes speaking with each reference about your perception of the position(s), your interest in the position(s) and what you would like the reference to highlight about you. It is helpful to give your references a resume of your skills and experiences.
• On each reference form, you should first fully complete and sign the section to be completed by the applicant. Ensure you check the appropriate statement as it relates to your future rights to view your reference.
• Review the reference form with your references and give them an envelope for submitting the completed reference.
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To be completed by the applicant

Applicant name

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Art Smarts counselor
SCAD Summer Seminars assistant/Rising Star assistant
Student ambassador
International Student Services ........
International orientation assistant
Residence Life ............................
Resident assistant
Student Involvement .....................
Orientation assistant
Transfer orientation assistant
Graduate orientation assistant
Student Activities Council director/coordinator
Service Opportunities for Students director/coordinator

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Applicant’s signature Date                     /             /

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How long have you known the applicant? ____________________ Years ____________________ Months

In what capacity?
Rate the applicant in the following areas by darkening the circle next to the number that best represents your observations of the applicant. Use only the whole number scale provided (1 = poor, 5 = excellent)

- Initiative and motivation
- Communication skills
- Maturity/responsibility
- Decision making
- Organization/time management

Indicate the following characteristics by checking each that describes the applicant from your observations.

- Friendly
- Self-confident
- Respects rules and regulations
- Makes a positive first impression
- Maintains good relationships with others
- Role model
- Enthusiastic
- Dependable
- Willing to learn
- Participates in college activities
- Treats everyone as equals regardless of background
- Motivates others
- Problem-solver
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- Has rapport with others

Describe from your observations how the applicant has made an impact in his/her community, organization, position, class and/or any other applicable experience.

Describe the applicant’s sensitivity and understanding of individuals and groups and his/her ability to effectively respond to them.

Elaborate on the applicant’s interpersonal skills as they relate to team and group settings, including disposition, mood, emotional response and/or social adjustment.

Describe how the applicant handles administrative responsibilities such as deadlines, paperwork, etc.

Write comments supporting overall evaluation. Include specific comments that support ratings and/or checkmarks and that speak to the candidate’s strengths and weaknesses.

Overall Evaluation
- Recommend highly
- Recommend
- Recommend with reservations
- Do not recommend

Reference signature
Date / / 

Title
Phone
Reference Form Instructions (retain this portion of the application for your records)

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Applicant name

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International Student Services .......... O International orientation assistant

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O Student Activities Council director/coordinator O Service Opportunities for Students director/coordinator

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<table>
<thead>
<tr>
<th>Initiative and motivation</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>No basis for rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No basis for rating</td>
</tr>
<tr>
<td>Maturity/responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No basis for rating</td>
</tr>
<tr>
<td>Decision making</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No basis for rating</td>
</tr>
<tr>
<td>Organization/time management</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>No basis for rating</td>
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- Recommend
- Recommend with reservations
- Do not recommend

Reference signature

Date / / 

Title

Phone