Resident Director
Application Instructions

Please review carefully before applying.

The Resident Director (RD) application includes ALL of the following:

1) A **cover letter** addressing your interest in the Resident Director (RD) position and your qualifications, as well as the following items:
   a. Your motivations for applying for the Resident Director position.
   b. A description of Residence Life/Student Life activities that you have participated in and/or work experiences and skills that you feel qualify you for the RD position.
   c. Your definition of what community development means to you and how you would establish a sense of community within a residential environment.

2) A **resume** which lists your experiences and educational background, including all employment you have held (full and part-time), starting with your most-recent position. Your resume should also address your educational background and your GPA.

3) **A printed and signed Department of Housing and Residence Life Resident Director application (in-house application).** This application can be completed using the PDF typewriter function.

4) **A printed and signed ETSU Application for Employment.** Complete the general pool application on the Human resources page online by going to eJobs (https://jobs.etsu.edu) and applying to the Temporary Staff Pool posting. Complete the application with all information, including (a) all employment, starting with your current or most-recent job, dates of employment, employer’s full address and phone number, supervisor, duties, and date for leaving; and (b) three references from a variety of sources OTHER THAN immediate supervisors or relatives. You must include complete email and mail addresses, as well as work, home, and cell phone numbers. Print and sign the completed application prior to submitting the application online for inclusion in your application materials for the RD position. Then click “submit” to send to ETSU Human Resources.

Send original documents of all above items to:

Adrianna Guram
Associate Director, Department of Housing and Residence Life
PO Box 70723
Johnson City, TN 37614

Items must be originals and must be mailed to the address above.
Questions may be directed to Adrianna at 423-439-4446 or gurama@etsu.edu.