



# McKendree University

Welcome to Bearcat Country!



# DEAR CANDIDATE

We are excited by your interest in a position with Residence Life! McKendree University is experiencing some exciting growth and we are looking for staff members who want to be a part of our success. As a part of our team, you can:

### Make a Big Difference at a Small Institution

Working at a small, private university allows our staff to make a personal impact on the students we serve. You will have the chance to not only get to know your students well and play an important role in their lives, but also become truly invested in their growth and development. At McKendree, you have the opportunity to engage with your fellow colleagues in Residence Life as well as have unique access to the Director of Residence Life, Vice President, and AVP of Student Affairs in a way that is not often found at larger institutions.

### Join an Outstanding Team

Our staff are committed to the success of the students and are highly invested in each other as well. The team mentality of our department requires collaboration, an engaging work environment, and gives every member a voice at the table.

### Gain Professional Skills

While working at McKendree, staff are provided a level of autonomy that offers ownership over the residential area they serve. Through developing programming, advising students, collaborating with faculty and staff, and many more opportunities, our staff develops and improves on skills that will help them to succeed in any career path they choose. Our goal is to help you become the professional you want to be.

We look forward to spending more time with you during our interview process.

Sincerely,

**Calvin R. Wertman**  
Director of Residence Life  
McKendree University



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# MCKENDREE AT A GLANCE



Founded in 1828, McKendree University is Illinois' first and finest institution of higher education. We are a private liberal arts institution with a mission focused on providing a high-quality educational experience to our outstanding students. McKendree University is home for about 1,500 undergraduate students and about 500 graduate students. Our main campus is nestled in the charming and historic community of Lebanon IL. Lebanon has a downtown business district within walking distance from campus and mirrors the small, yet connected feel of campus.

Recent university accolades include having the Illinois faculty member of the year, a Woodrow Wilson Fellowship winner, saluted for being a university in the top 10% nationally, honored for having superior debate and athletic teams and respected for our outstanding music programs. One national publication describes McKendree as being "one of higher education's greatest success stories of the last decade."

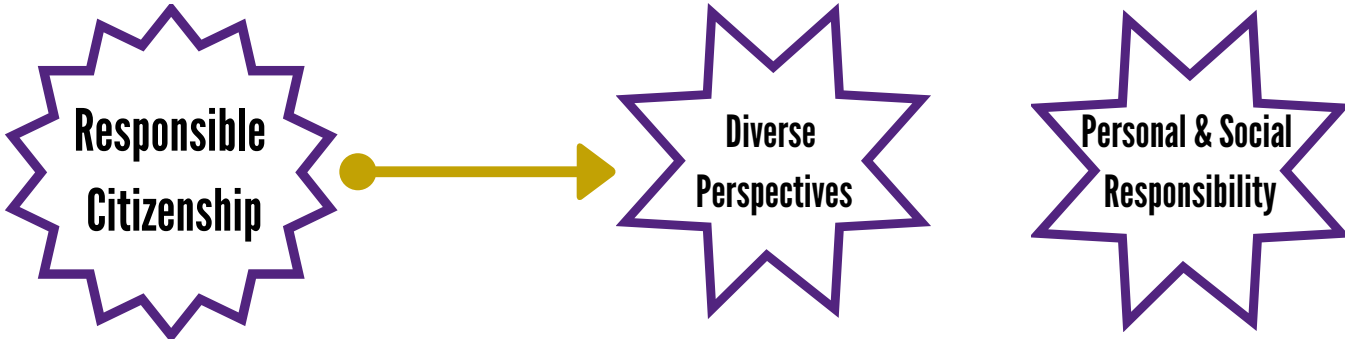
It is important that our students experience a strong sense of belonging, and we have an active residence life department to provide an on-campus living experience as such. Approximately seventy-two percent of the undergraduate population remain in "on-campus housing" with around ninety-one percent of first-year students living in residence halls, further contributing to the family atmosphere we have at McKendree University.

At McKendree, students are involved in a wide range of activities outside of the classroom that complement their growth and development through every facet of the college experience. We have over 30 different clubs and organizations for students to participate in and 36 collegiate sports teams that compete at the Division II level. With so many opportunities here, it is easy for students to Make Their Mark.



# R - E - A - L MISSION

McKendree University's mission is to provide a high-quality educational experience to outstanding students



Students will understand human and cultural differences, engage with diverse individuals, and embrace variety in viewpoints.

Students will exhibit personal and social responsibility.



Students will participate actively in classroom, co-curricular, and community experiences to enhance learning.



Students will communicate effectively in oral, written, and creative forms.

Students will develop and apply analytical, critical thinking, and problem solving skills.

Students will demonstrate the knowledge, skills, and attitudes required of their chosen discipline.



Students will develop dispositions and skills for lifelong learning.



# OUR STUDENTS

Our student body consists of a very diverse population. We take pride in the global community that attends classes on our campus. We bring in students from 43 different states across the nation, and 43 countries around the world. Ninety-one percent of our first-year population lives on campus due to our live-on requirement. Students are encouraged to build connections and establish positive living habits as they mature throughout college. With our residency requirements, we have a high number of upperclassmen students who live on campus, further enriching the on-campus experience.

Students at McKendree University tend to be highly involved in their classes, jobs, athletics, Registered Student Organizations (RSOs), and social lives. Many students take anywhere between 16 and 18 credit hours per semester. It is common to find a student who is involved in more than one of our 30 RSOs or 36 collegiate sports teams, often holding a leadership role within at least one of them. You will also find that around sixty percent of our students are also student-athletes, giving them many opportunities to Make Their Mark.



# OFFICE OF RESIDENCE LIFE

## **Safety:**

We prioritize the safety and security of our residential environments by responding to the diverse needs of our population and partnering with students in the resolution process.

## **Residential Community:**

We establish welcoming and supportive environments where students develop relationships and make meaningful connections by living and learning amongst their peers.

## **Mutual Respect:**

We assist students in developing mutual respect and appreciation for the differences within themselves and others while contributing to an inclusive student atmosphere.

## **Responsible Citizenship:**

We enable students to recognize their role as members of the campus, local, and global communities who act with adult standards of behavior and positively contribute to the wellbeing of others.

## **Development & Growth:**

We foster the holistic development of our residential population through experiences meant to challenge, engage, and educate.

## **Education:**

We strive to support the mission of the University by providing opportunities for learning outside the classroom that will enhance the overall college experience and academic excellence of our students.

# VALUES MISSION



The Office of Residence Life plays a vital role in supporting the academic mission of McKendree University by creating an atmosphere that encourages personal, social, and academic development.

We will promote a clean, safe, well-maintained living environment that allows students the opportunity to study and learn about living in a community.

We will foster self-responsibility, trust, and respect for others and provide an atmosphere which is comfortable and accepting.

The Residence Life program is designed to promote the holistic development of students through both planned and spontaneous activities.

*The Office of Residence Life is committed to providing a safe and well-maintained residential community while promoting student success.*





# RESIDENCE HALLS

McKendree University has a variety of Residence Halls. They all have their unique challenges and opportunities for our students as well as our student staff and professional staff.

## TRADITIONAL HALLS

### **Baker, Barnett, and Walton**

Our Traditional halls have three floors. These halls are co-ed by floor. Each floor has a community bathroom and laundry room, and house 96 residents per building.

## SUITE STYLE HOUSING

### **Residence Hall East, Residence Hall West, The Suites**

There are multiple options within our suite-style housing. All suites contain a bathroom, living room, and multiple bedrooms. There are four bedroom, three bedroom, and two bedroom options, housing 4 - 6 students.



## APARTMENT LIVING

### **McKendree West, Hunter Street**

The McKendree West and Hunter Street apartments offer our students a taste of living with more independence. These rooms offer a full kitchen and living room. As far as bedrooms and bathrooms, there are two layouts; first, two bedrooms- two bathrooms with an occupancy of 4, and second, a two bedroom- one bathroom, with an occupancy of 3.

# RESIDENCE LIFE

## **Director of Residence Life:**

The Director of Residence Life oversees the department and all departmental initiatives. They oversee the university's judicial and conduct system and serve on the student of concern team. They also serve as the Illinois HOUSE Liaison at McKendree assisting students with housing insecurities or homelessness. Additionally, they oversee the supervision of all departmental employees.

## **Assistant Director of Residence Life:**

The Assistant Director of Residence Life coordinates the housing process. They establish and regulate the room change process, as well as the housing selection system for initial placements each spring. They also serve as a coordinator for the Office of Fraternity & Sorority Life.

## **Area Coordinator:**

The Area Coordinators (AC) at McKendree University will operate one of two residential areas on our campus. They can also directly supervise one Resident Director as well as 12 student staff members.

## **Resident Director:**

The Resident Directors (RD) at McKendree University live and work in our "Traditional" style residence halls. These halls are typically reserved for our first-year students. The RD will supervise 4 student staff members and will either report directly to one of the Area Coordinators and/or the Director of Residence Life.





# STUDENT STAFF DESCRIPTIONS

## Senior Resident Assistant:

The Senior Resident Assistant (SRA) is a para-professional student staff member who assists in overseeing a residential area and student staff members. The SRA participates in a duty rotation. The SRA is supervised by an Area Coordinator.

## Resident Assistant:

The Resident Assistant (RA) oversees a floor or building of 22-48 residents. They are responsible for creating community, programming, and ensuring resident well-being and safety. RAs are on a duty rotation within their area.

## Student Academic Mentor:

A Student Academic Mentor (SAM) supports student mentees by giving academic advice, sharing resources, and caring about their students' academic success through nightly resource hours and monthly campus-wide programs and initiatives. SAMs are on a duty rotation within their area.





# QUOTES FROM OUR STAFF

Through this position, I have grown professionally and personally. In this position I have had the opportunity to explore career paths I had not considered previously and received a great deal of support from my supervisors through this process.

McKendree has allowed me to explore so many areas of interest and self improvement through sports, classes and extracurricular activities while supporting each and every endeavor and making it possible to try so many different things. I think it is so cool that at McKendree I can be an athlete, a leader, a scholar, an RA, etc. McKendree makes it easy to explore anything you are interested in and I love that.



I have made more connections outside of students affairs, with professors or other staff, than I have been able to at any other institution I have previously been at.

The thing that I enjoy most is the people that you will be introduced to and meet. If I had never applied for the RA position, I wouldn't have gotten the chance to meet such wonderful people that I most likely never would have without this job. You don't just build a co-worker relationship, but get the chance to build a lifelong friendship, which is priceless.

You would have amazing colleagues and co-workers who are kind, compassionate, and thoughtful, and at the same time, they will challenge you to be a better professional.



IN ADDITION TO YOUR SALARY,  
YOU WILL RECEIVE THESE  
ADDITIONAL BENEFITS AS PART  
OF YOUR COMPENSATION:

## Compensation

12-month, renewable contract

Partially furnished apartment with utilities  
provided

Partial meal plan of 10 meals per week at  
University Dining Hall

10 days of vacation per academic year, sick time  
accumulated monthly, flexible office hours

Benefits package including medical, dental,  
vision, and life insurance, retirement plan, and a  
partial tuition waiver for you and family members

## Other Perks

Professional development and training  
opportunities within the Office of Residence Life,  
the Office of Student Affairs, and the University  
at-large

Guest/partner policy

Furnished office space

Free parking for you and a partner, if needed

Maintenance and upkeep of apartment

Animal Policy (Two animals, combined weight  
under 65 lbs.)





# APARTMENT LAYOUTS

Much like our diverse residence halls, our Professional Staff apartments also vary slightly from one building to another.

Each apartment will come partially furnished. Included at no cost is electric, water, plumbing, and heating and cooling. McKendree will also provide you with an Amazon FireStick and wireless internet.

On the right are a few examples of what our Resident Director apartments look like. Each includes one bedroom, one bathroom, a living room area, and a kitchen/dining room area.







On the left are a few examples of Area Coordinator apartments. Each layout includes at minimum, one bedroom and one bathroom, a living room area, and a kitchen/dining room area. Area Coordinator apartments also include a dishwasher and laundry facilities.



# GRADUATE PROGRAMS

## MAED

### EDUCATION & TEACHING

This program is designed for those seeking to develop their professional commitment and competence in Higher Education and non-school related settings.

## MBA

### BUSINESS ADMINISTRATION

The graduate track in Business Administration is designed to help you achieve your professional goals. You will gain experience from experts in the field while growing your experience in real-world issues.

## MSAT

### ATHLETIC TRAINING

This is an entry-level post-baccalaureate program for those that want to enter the athletic training profession. Students enter in cohorts for a 2-year program.

## MSN

### NURSING

The online graduate track in Nursing provides advanced education to the nurse to gain expertise in an area of interest including management, education, population health, etc.

## CMHC

### CLINICAL MENTAL HEALTH COUNSELING

The CMHC program is designed to provide students with a practitioner model that fulfills the educational requirements for students to obtain counseling licensure in both Illinois and Missouri.

**FIND MORE INFORMATION  
HERE**





## WHAT WILL THE ON-CAMPUS INTERVIEW BE LIKE?

At McKendree University, the on-campus interview consists of a combination of standard interviews and application of skill and knowledge activities. To begin, you will meet with the Director of Residence Life and go over the schedule of the day. From there, you will participate in 4-5 interviews. You will have an interview with student staff members, Residence Life professional staff, the Vice President of Student Affairs, our partners in the Student Affairs department, and other campus partners (Physical Plant, Admissions, Information Technology, etc.).

In addition to the interviews, we will have a portion based on the application of knowledge and skill. This will include a case study experience. We will provide you with any materials needed for these activities a few days before your on-campus interview. The interview will also include a tour of the campus, residential buildings, and a staff apartment, so you may become more familiar with McKendree and visualize yourself working/living here.

After the interviews and application activities, the day will conclude with final questions and a check-in with the Director. During this meeting, we provide you an opportunity to ask any follow-up questions and give you an opportunity to reflect on the day's experience. That's all there is to it! Virtual On-Campus are an option as well and can be discussed when offered for On-Campus interviews are offered.



# INTERVIEW PROCESS



## WHAT DO I NEED FOR TRAVEL AND LODGING ACCOMMODATIONS?

At McKendree, we want candidates to be free to make the best decisions possible. As such, we will reimburse you up to \$500 for travel to and from McKendree University. Receipts must be shared with us physically or electronically. We also cover the cost of lodging and meals while you are with us.

## DO I NEED TO PREPARE OR BRING ANYTHING TO MY ON-CAMPUS INVITATION?

Our interview process consists of a case study activity. We will send any materials to you prior to your interview day so you may prepare your thoughts and become comfortable with the scenario.

## WHEN SHOULD I EXPECT TO HEAR IF I HAVE AN ON-CAMPUS?

During the 2nd round, we often give a general idea to candidates about when they will hear from us concerning the next stage of the process. On-Campuses are generally held mid April.

# LIVING IN LEBANON

The town of Lebanon, Illinois is nestled in the greater metro area of St. Louis, Missouri. The town was founded in 1814 and is a historic town with a population of 4,400. The location of Lebanon provides a small-town atmosphere with large city amenities within a short drive. This historic charm and small-town atmosphere are just a few things that make Lebanon quickly feel like home.

Lebanon holds a downtown shopping district with unique shops and restaurants within walking distance of the university, making it a quick getaway from campus without a drive. Lebanon also hosts festivals all year round that bring the community together.

Only 10 minutes down the road, you can find the towns of O'Fallon, Shiloh, Belleville, and Fairview Heights. These towns offer a wide variety of commercial needs ranging from sporting events, theaters, parks, restaurants, and shopping. If a big city feel is what you are looking for, St. Louis is a short drive away. St. Louis is a sprawling city that contains many unique neighborhoods as well as many free museums that make great day trips.

## **Cities within a day's trip:**

St. Louis MO: 25 miles, 30 minutes

Chicago IL: 285 miles, 4 hours 30 minutes

Kansas City MO: 271 miles, 4 hours

Memphis TN: 277 miles, 4 hours 30 minutes

Indianapolis IN: 227 miles, 3 hours 30 minutes

Louisville KY: 240 miles, 3 hours 30 minutes

