

INTRODUCTION

We want to be as transparent with our search process as possible. In an effort to meet that end, we have provided an outline of our search timeline and process. We ask that you understand that we may change or push back our time or process to meet the needs of our staff or institution. We will do our utmost to keep candidates informed of any alterations that are made so that you can plan accordingly.

The Professional Staff Search Committee,

Calvin Wertman, Manda Burkhart, Millard Curtis, Daksha Khatri, and Jairo Javier Morales

McKENDREE UNIVERSITY RESIDENCE LIFE PROFESSIONAL STAFF SEARCH TIMELINE FOR 2021

March 10, 2021 - The Search Process for two Resident Directors (Job# RES13) and one Area Coordinator (Job# ARC14) began. Interested candidates should forward cover letter that references the Job#, current resume/CV, and three professional references to:

- Rick Ortega, Director of Human Resources, at hr@mckendree.edu and
- Calvin Wertman, Director of Residence Life, at reslife@mckendree.edu.

No interviews will be offered until all three candidate materials are received.

March 24, 2021 – Offers for first round interviews will begin to be sent. The email will contain a Microsoft Bookings link. Candidates will be able to book a 30-minute interview that is conducive to their schedules and either the Director or Assistant Director. A Zoom Meeting link will then be sent for the appointment.

March 30, 2021 – Offers for second round interviews will begin. Offers will be made over the phone. Candidates will meet for one hour with two of the current Resident Directors or Area Coordinators. A Zoom Meeting link will then be sent after the appointment has been scheduled.

April 2, 2021 – The third round of interviews will begin. This round is the reference check stage where staff will reach out to all three references provided by the candidates to ask a short list of questions. References are offered the ability to do this over the phone or to provide their answers in email.

April 7, 2021 – Offers for the final round of interviews can begin; this round is the On-Campus interview. This is the offer to come to campus for a day of interviewing. Depending on the candidate's needs, the On-Campus process can be done virtually as well. Offers are made over the phone. Typically, we attempt to bring around 3 candidates to campus per open position. For more information about the On-Campus Process please see our Candidate Booklet.

April 9, 2021 – The application process will close and the department will stop accepting candidate materials.

Final Offers – Provided the search process remains uninterrupted, we hope to make offers before May begins.

We understand that the search process can be stressful and no one likes rejection. We will do our best to be honest and prompt in all our response and ask that interested candidates do the same. If you find that you are no longer interested in our position, please just let us know.

Though there may be multiple people from our department that you work with through this search process, we will endeavor to ensure that all communication for the search process comes from our department email, reslife@mckendree.edu, and our main office line, 618-537-6855.