

Gettysburg College
Office of Residence Life
East & West Areas
Residence Life Student Staff Position Description

2007-2008

This position description applies to all East & West Area Residence Life Student Staff including Resident Assistants (RA) and Residence Coordinators (RC) in both First-Year and Upperclass housing. The term Resident Assistant (RA) will be used throughout this document to apply to both RAs and RCs except where noted. RCs in the East and West Areas serve as RAs for their floors while also having additional responsibilities that extend their leadership role as building leaders. These responsibilities are noted in the last section of this document.

Basic Qualifications

1. Rising sophomore, junior, or senior.
2. Minimum 2.5 cumulative grade point average, and in good academic standing.
3. Available to serve the entire year (or one semester if going abroad and able to notify the Associate Director in advance. Half year assignments must have someone serving in the other semester in order to be considered).
4. In good judicial standing with the College.

Compensation

Residence Life and Human Resources have calculated the compensation packages so that they are in compliance with the Fair Labor Standards Act. Minimum wage and anticipated overtime (during training periods) are taken into consideration in determining staff compensation. It is estimated that during the academic year RCs work 20 hours a week and RAs work 15 hours a week.

1. Residence Coordinator:
 - o Room credit - \$2,900 per semester
 - o 75/75 meal plan - \$1,270 per semester
 - o Stipend - \$200 per semester (payment processed following August and January staff training)
 - o Total Compensation - \$4,370 per semester (\$8,740 for the year on staff)
2. Resident Assistant:
 - o Room credit - \$2,900 per semester
 - o 75/75 meal plan - \$1,270 per semester
 - o Stipend - \$100 per semester (payment processed following August and January staff training)
 - o Total Compensation - \$4,270 per semester (\$8,540 for the year on staff)
3. Additional notes:
 - o First-year building RCs – Additional \$200 in the fall semester for their leadership role in FYE
 - o RAs serving as RISE Program Assistants (PA) – Additional \$200 per semester
 - o RISE and Huber RCs – Additional \$100 stipend per semester due to lack of a personal kitchen

* Special note for international students (F-1 visa): USCIS regulations limit individuals on an F-1 visa to 20 hours of work on campus during the academic year while classes are in session. As a result, East and West Area international student RCs **can not** work in another position because as RCs they work the maximum number of hours allowed in a week. International student RAs **can not** work in another position for more than **5 hours** in a given week.

General Statement

The Resident Assistant is an integral part of the College's Residence Life Program as administered by the Office of Residence Life. As staff members, Resident Assistants are committed to the important role of community living in the undergraduate educational experience and to the goals of Gettysburg College.

Since Resident Assistants have extensive contact with Gettysburg students, they serve as liaisons and resource persons. Resident Assistants promote the integration of all aspects of campus life and assist in establishing an environment in the

residence halls that is supportive of the educational objectives of Gettysburg College. Regulations and policies must be clearly explained to the residents and the Resident Assistant's involvement in their enforcement is required. Clear and regular communication between the Resident Assistant and the Office of Residence Life as well as other departments within the Division of College Life is critical to the success of our residential life program.

Resident Assistants are best able to develop a rapport with others with a dimension of understanding, recognition of individual differences, and acceptance of all students. To further develop potential effectiveness, the abilities to listen and develop relationships are essential attributes. Consistency, sensitivity, and empathy must be evident in a Resident Assistant's interactions with members of the hall group and the larger Gettysburg community.

Specific Responsibilities

A. Advising Responsibilities

1. Advising students within the hall concerning personal, academic, and social concerns.
2. Familiarity with other sources of student assistance, for example, other members of the Division of College Life including but not limited to Counseling Services, Experiential Education, Health Services, Office of Campus Activities, Center for Career Development, Deans for Academic Advising, faculty advisers, etc.
3. Know, support, enforce, and comply with College policies and regulations. Remove yourself from situations where policies are being violated, including those policies with which you may not personally agree.
4. Confering regularly with your Area Coordinator and other staff in the Office of Residence Life about concerns of individuals and groups of residents for whom you are responsible.
5. Participating in the formulation of policies and programs with the residence hall staff and the Office of Residence Life.
6. Being as available to members of a hall group as is reasonably possible, especially in the first few months of the school year. Visibility and presence on the hall are of critical importance.

B. Administrative Responsibilities

1. Responsibility for the safety and well-being of the residents. This requires familiarity with and active communication of emergency procedures, as well as an ability to refer individuals to Health Services, Counseling Services, Safety & Security, etc.
2. Know the location of and be familiar with the operation of fire safety equipment.
3. Assisting students in maintaining an environment conducive to study and congenial group living.
4. Assisting students in maintaining a physical environment, which is free of safety and health hazards.
5. Participating in staff selection.
6. Vigilant and careful use of all master keys. Master keys must remain in the Office of Residence Life at all times when not in use. Keys should never be given to students.
7. Completing necessary surveys, administrative reports, and forms within established deadlines. Included among these forms are Weekly Reports. Incident Reports must be submitted to the Area Coordinator within 24 hours of the reported incident.
8. Check email at least twice a day, set up voicemail and check it at least once a day, and use the Residence Life Blackboard site to communicate with staff and retrieve information.
9. Post and disseminate information given to you by your Area Coordinator and provided to you through your mailbox in the Office of Residence Life (mailboxes must be checked twice a week, once before Wednesday at 5:00 and once before Friday at 5:00).
10. Sharing with the Area Coordinator and other Resident Assistants the administrative responsibilities for the residence hall:
 - a. General supervision of public and private areas to ensure against theft, unauthorized persons, solicitors, etc.
 - b. Immediately advising the Area Coordinator and staff of the Office of Residence Life regularly of unexplained absences, extended illness of residents, and/or unauthorized residents.
 - c. Explaining College rules and policies and assisting in their enforcement.
 - d. Regularly reporting maintenance problems to Facilities. This includes reporting emergency repairs, damages, and thefts occurring within the residence hall.
 - e. Each Resident Assistant must be present for hall closings and openings of two out of the three break periods (Thanksgiving Break, Winter Break, and Spring Break). During these breaks, assigned RAs must remain in their residence hall until the hall officially closes. At the end of the spring

semester final examination period, all staff must remain in their residence hall until the hall officially closes. See the *Contract* for specific dates and times.

- f. Hall duty, 9:00 p.m. to 7:30 a.m. as scheduled. Duty will be done in pairs and both staff members on duty must stay in the staff office or be on their floor while on duty, except when on rounds.

C. Community Development Responsibilities

1. Work with the Division of College Life staff and students to incorporate a variety of developmental programs within the residence halls (emotional, academic, occupational/life planning, social, spiritual, physical and cultural awareness).
2. Plan and implement community development initiatives for your residents according to the Gettysburg Community Pyramid. All staff are expected to meet the minimum requirements set forth in the guide.
3. Assist the Office of Residence Life in developing effective Residence Hall Councils and supporting their efforts.
4. Assist the Office of Residence Life staff to create developmental programs that provide students with the opportunity to interact with each other effectively and to work toward common goals.

D. Staff Development Responsibilities

1. Attend all fall, winter, and spring Residence Life training sessions.
2. Attend all in-service meetings (individual staff & campus wide) throughout the year.
3. Attend all monthly all-staff meetings
4. Attend weekly Area Staff meetings (Reserve the 9pm to 10pm hour on Monday nights)
5. Attend weekly Building Staff meetings
6. Attend individual meetings with the Area Coordinator at a mutually agreeable time.
7. Complete 3 Journal Reflections per semester using the Res. Life Blackboard. Reflection questions will be posted monthly by the Associate Director.
8. Serve on departmental committees.
9. Assist in the selection, orientation, and training of new Residence Life student staff.

E. Additional Responsibilities

1. Due to the time demands of the Resident Assistant position, involvement in clubs, athletics, field experience, additional employment, and internships, which take the RA away from his/her building for significant time blocks must be approved by the Area Coordinator in consultation with the Associate Director of Residence Life.
2. In addition, Resident Assistants are permitted to be off campus 1 weekend per month with the prior approval from the Area Coordinator.
3. Additional duties may arise throughout the course of the year dependent upon circumstances.

Staff or Position Specific Responsibilities

1. RA Responsibilities in First-Year Halls

1. As members of the Orientation staff, be actively engaged in all aspects of the Orientation and First-Year Experience Programs, including Orientation Staff Training.
2. Attend individual meetings with the Residence Coordinator at a mutually agreeable time.
3. As staff living on floors with students grouped by First-Year Seminars, actively promote the academic goals of the College:
 - a. Greater coherence between the curricular and co-curricular lives of first-year residents.
 - b. Improved interaction between first-year residents, faculty, and staff.
 - c. An appropriate introduction to the College community for first-year residents, especially to the possibilities at Gettysburg for intellectual, cultural, and personal development.
 - d. The development and promotion among residents of personal qualities and values such as: intellectual curiosity, creativity, and respect for and tolerance of diversity.

2. RA Responsibilities in Musselman Hall, Stevens Hall, Upperclass floors in Patrick

1. The Gettysburg Community Pyramid for RAs includes nuances that reflect the unique needs of upperclass students. The East/West upperclass staff have a slightly different set of expectations as compared to first-year hall staff. East/West upperclass staff are expected to meet the minimum requirements set forth in the guide.
2. Attend individual meetings with the Residence Coordinator at a mutually agreeable time.

3. East/West upperclass staff will work with the Central Area and Theme House Area when directed. The link to the staffs of the Central Area and Theme House Program is due to the fact that, as a group, they all work with upperclass students.
4. East/West upperclass staff members are welcome to assist their fellow West Area RAs with Orientation and the First-Year Experience, but Musselman staff members are not required to be involved in these two programs.
5. Despite being a traditionally sophomore building, East/West upperclass staff are expected to be actively involved in the activities of the entire East or West Areas.

3. Residence Coordinator (RC) Responsibilities

1. **RISE RC only:** Linked to the East Area due to the programmatic components of the position and the critical link to FY RISE students through the FY Staff. Specific responsibilities will be developed in collaboration with the East Area AC and will be reevaluated over the course of this first year of the position.
 - a. As the RC for RISE you are a member of the RISE program. You must actively promote the goals of RISE:
 - i. Commit to maintaining a substance-free living space and creating an atmosphere of mutual respect for individual lifestyle choices.
 - ii. Provide an interactive living-learning environment centered on a theme of personal and community health and well being.
 - iii. Be tobacco-free in the residence hall.
 - iv. Live in a residence hall where alcohol is not used and no drugs are used contrary to law or prescription.
2. **Traditional Style East/West Area RCs only:**
 - a. Serve as a team leader for a building of Resident Assistants.
 - b. Responsible for the hall governance in an advisory role.
 - c. Coordinate building programming efforts and assist Area Coordinator in motivating staff to achieve expectations set forth in the Gettysburg Community Pyramid.
 - d. Coordinate and facilitate regular 1:1 meetings with individual RAs.
 - e. Coordinate and facilitate weekly building staff meetings.
 - f. Attend RC specific training sessions preceding general staff training periods and assist in facilitating RA training sessions.
 - g. Coordinate and facilitate one building, area, or staff wide development program per semester.
 - h. **RCs in FY Buildings only:** Serve in a managerial role during Orientation and the First-Year Experience program.