

Gettysburg College
Office of Residence Life
Central Area & Theme House Program
Residence Life Student Staff Position Description
2007-2008

This position description applies to all Central Area and Theme House Residence Life Student Staff including Community Leaders (CL) and Residence Coordinators (RC). The term Community Leader (CL) will be used throughout this document to apply to both CLs and RCs except where noted. RCs in the Central Area and Theme House program serve as CLs for their area while also having additional responsibilities that extend their leadership role as building/complex leaders. These responsibilities are noted in the last section of this document. Community Leaders oversee various types of living spaces; in this document the term “hall” will be used in place of listing all possible areas of responsibility such as building, house, and complex.

Basic Qualifications

1. Rising sophomore, junior, or senior.
2. Minimum 2.25 (CL) or 2.5 (RC) 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 12 hours a week and CLs work 5 hours a week.

1. Residence Coordinator:
 - o Room credit - \$2,900 per semester
 - o Meal Plan Credit - \$600 per semester
 - o Stipend - \$200 per semester (payment processed following August and January staff training)
 - o Total Compensation - \$3,700 per semester (\$7,400 for the year on staff)
2. Community Leader:
 - o Room credit - \$740 (fall semester) and \$595 (spring semester)
 - o Stipend - \$100 per semester (payment processed following August and January staff training)
 - o Total Compensation - \$840 (fall semester) and \$695 (spring semester) (\$1,535 for the year on staff)

* 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, Central and Theme Area RCs can not work in another position for more than 7 hours in a given week. International student CLs can not work in another position for more than 15 hours in a given week.

General Statement

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

Since Community Leaders have extensive contact with Gettysburg students, they serve as liaisons and resource persons. Community Leaders promote the integration of all aspects of campus life and assist in establishing an environment in the residence halls and apartments that is supportive of the educational objectives of Gettysburg College. Regulations and policies must be clearly explained to the residents and the Community Leader’s involvement in their enforcement is required. Clear and

regular communication between the Community Leader 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.

Community Leaders 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 Community Leader'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. Conferring 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 and Community 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. Conduct a daily walk-through of the hall. Note the walk-through in the log and report concerns to the appropriate office in a timely manner.
11. Sharing with the Area Coordinator and other Community Leaders 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 Community Leader 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 CLs 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.

C. Community Development Responsibilities

1. Schedule and facilitate community meetings throughout the year to provide information about policy, closing, evaluation, and to address community needs. These meetings will take place on an ad hoc basis and at the beginning of each semester and before each closing period.
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. The Central Area Guide differs from the East and West Area Guide to reflect the unique needs of upperclass students at Gettysburg College.

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 biweekly complex-wide staff meetings.
4. Attend biweekly individual meetings with the Residence Coordinator.
5. Attend monthly individual meeting with the Area Coordinator.
6. Attend all monthly all-staff meetings.
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 Community Leader position, involvement in clubs, athletics, field experience, additional employment, and internships, which take the CL away from his/her hall for significant time blocks, must be approved by the Area Coordinator.
2. In addition, Community Leaders are permitted to be off campus 1 weekend a 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

A. Theme House Staff

1. Work cooperatively with College offices and appropriate student organizations for the coordination & collaboration of activities within the houses.
2. Strive to create a hospitable and inviting living community for both residents and visitors to the houses by assisting groups to sponsor activities with the campus community. Additionally, in cooperation with the residents, foster a supportive atmosphere conducive for community building, relaxation, and enjoyment.
3. Assist in Theme Housing Selection process as determined by the AC.
4. Assist in the development and facilitation of House Leader training/orientation program.
5. Assist AC in facilitating house leader meetings.
6. Distribute information to House leaders via email and mailboxes, and ensure that they are distributing the information to their house communities.
7. Assist House leaders in mediation of basic roommate/apartment conflicts. Refer to RC/AC when necessary.

B. Central/Theme Area Residence Coordinator (RC) Responsibilities

1. Serve as a team leader for a complex of Community Leaders.
2. Coordinate complex-wide community development initiatives and assist Area Coordinator in motivating staff to achieve expectations set forth in the Gettysburg Community Pyramid.
3. Coordinate and facilitate regular 1:1 meetings with individual CLs.
4. Coordinate and facilitate biweekly complex-wide staff meetings.

5. Attend weekly RC meetings with your Area Coordinator.
6. Attend weekly individual meeting with Area Coordinator.
7. Attend RC specific training sessions preceding general staff training periods and assist in facilitating RA training sessions.
8. Serve in a duty rotation for the upperclass area. RCs will serve in a week long on-call period once every five weeks. When on-call RCs will carry a pager and must stay within an appropriate radius of campus.