Gettysburg College
Office of Residential & First-Year Programs
Assistant Residential Life Coordinator for College Houses
Residence Life Student Staff Position Description
2014-2015

Basic Qualifications

1. Rising senior (preferably a student with long-term interest in student affairs).
2. Minimum one year prior experience on Residence Life Staff.
3. Available to serve the entire year.
4. Minimum 2.5 cumulative grade point average, and in good academic standing.
5. In good conduct standing with the College.

Compensation

The compensation for this position will be determined during the Spring 2015 semester.

General Statement

The Assistant Residential Life Coordinator is an integral part of the College’s Residence Life Program as administered by the Office of Residential & First-Year Programs. As a staff member, the Assistant Residential Life Coordinator is committed to the important role of community living in the undergraduate educational experience and to the goals of Gettysburg College, particularly through the College House program.

Since the Assistant Residential Life Coordinator has extensive contact with Gettysburg students, they serve as liaisons and resources. The Assistant Residential Life Coordinator promotes the integration of all aspects of campus life and assists in establishing an environment in various residential communities that is supportive of the educational objectives of Gettysburg College. Regulations and policies must be clearly explained to the residents and the Assistant Residential Life Coordinator’s involvement in their enforcement is required. Clear and regular communication between the Assistant Residential Life Coordinator and the Office of Residential & First-Year Programs as well as other departments within the Division of College Life and the institution is critical to the success of our residential life program.

The Assistant Residential Life Coordinator is 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 an Assistant Residential Life Coordinator’s interactions with members of the hall group and the larger Gettysburg community.

Specific Responsibilities

A. Supervisory Responsibilities
   1. Serve as supervisor to the House Leader staff.
   2. Coordinate College House (Spark and Theme House) development initiatives.
   3. Coordinate and facilitate regular 1:1 meetings with individual House Leaders.
   4. Support the coordination and facilitation of House Leader meetings.
   5. Attend weekly individual meetings with the Assistant Director.
a. Maintain office hours with the Assistant Director that include weekly individual meeting and time to accomplish delegated tasks.

6. Work with Orientation Student Coordinators to strengthen their programmatic support of House Leaders.

7. Attend Residence Coordinator-specific training sessions preceding general staff training periods and assist in facilitating student staff training sessions.

8. Serve in a week-long on-call period one to two times per semester in order to assist fellow student staff members as needed. When on-call, the Assistant Residential Life Coordinator must stay within a ten-minute radius of campus and be available via cell phone.

9. Assist in the staff selection process through candidate interviews and group process.

10. Be present for and assist in hall closing efforts with Community Advisor and House Leader staffs.

11. Serve as peer supervisor and support House Leaders in completing their programmatic responsibilities.

12. Conduct mid-year and end of the year evaluations of each House Leader.

B. Advising Responsibilities

1. Advise students within the College Houses concerning personal, academic, and social concerns (when elevating to your concern).

2. Support House Leader staff in the management and resolution of low-level concerns (roommate conflicts, community agreements, expectations regarding noise and cleanliness, etc.) and intervene when necessary.

3. Be familiar with resources for student assistance that include but are not limited to other members of the Division of College Life, Counseling Services, Experiential Education, Health Services, Office of Student Activities, Center for Career Development, the Garthwait Leadership Center, Academic Advising, faculty advisers, etc.

4. 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.

5. Confer regularly with the Assistant Director and other staff in the Office of Residential & First-Year Programs about concerns of individuals and groups of residents for whom you are responsible.

6. Maintain relationships with House Mentors and regularly communicate progress of their respective community.

7. Be as available to your residents as is reasonably possible, especially in the first few months of the school year. Visibility and presence across the College Houses are of critical importance.

C. Administrative Responsibilities

1. Responsibility for the safety and well-being of College House residents and House Leader staff. This requires familiarity with and active communication of emergency procedures, as well as an ability to refer individuals to Health Services, Counseling Services, Public Safety, CARE, etc.

2. Assist students in maintaining an environment conducive to sleep, study, and congenial group living.

3. Assist students in maintaining a physical environment free of safety and health hazards.
4. Vigilant and careful use of all master keys. Master keys must remain in the Office of Residential & First-Year Programs at all times when not in use. Keys should never be given to students.

5. Review and manage forms and processes related to College House procedures, which include program proposals and evaluations, weekend event emails, house reports, mentor meetings, purchasing card reservations, budget tracking, and attendance, following up when necessary.

6. Coordinate, with the support of the Assistant Director, the preparation and execution of the Theme House selection process (updating forms, advertising application, scheduling interviews, coordinating acceptances, etc.) and returning College House process (recertification, rosters, contracts, etc.).

7. Complete necessary surveys, administrative reports, and forms within established deadlines. Included among these forms are Weekly Reports, Information Reports, and Moodle Reflections. Information Reports must be submitted in Conduct Coordinator within 24 hours of the reported incident.

8. Check voicemail and email at least twice a day, and use the Residence Life Moodle site and Google Drive to communicate with staff and retrieve information.

9. Post and disseminate information provided to you in person or through your mailbox in the Office of Residential & First-Year Programs (mailboxes must be checked twice a week, once before Wednesday at 5pm and once before Friday at 5pm).

10. Know the location of and be familiar with the operation of fire safety equipment.

11. Share with the Assistant Director the administrative responsibilities for the residence hall:
   a. The Assistant Residential Life Coordinator must be present for all hall closings and openings. During these breaks, the Assistant Residential Life Coordinator must remain in their residence hall until the hall officially closes. See the Contract for specific dates and times.
   b. General supervision of public and private areas to ensure against theft, unauthorized persons, solicitors, etc.
   c. Immediately advise the Assistant Director and staff of the Office of Residential & First-Year Programs regularly of unexplained absences, extended illness of residents, and/or unauthorized residents.
   d. Explain college rules and policies and assist in their enforcement.
   e. Regularly report maintenance problems to Facilities. This includes reporting emergency repairs, damages, and routine facilities issues within the residence hall.

D. Staff Development Responsibilities
1. Attend all fall, winter, and spring Residence Life training sessions. These trainings are mandatory for all staff.

2. Design and implement the fall House Leader training and regular House Leader meetings, with the support of the Assistant Director.

3. Attend all in service meetings (individual staff & campus wide) throughout the year.

4. Attend weekly individual meetings with the Assistant Director.

5. Complete Learning Plan reflection questions by the deadlines as assigned using the Residence Life Moodle site.

6. Assist in the selection, orientation, and training of new Residence Life student staff.

7. Serve on departmental committees as needed.
E. **Community Development Responsibilities**
   1. In the case that the ARLC is responsible for non-College House properties, schedule and facilitate community meetings throughout the year to provide information about policies, closing, evaluation, and to address community needs. These meetings will take place on an ad hoc basis.
   2. Plan and implement community development initiatives for the College House community and its residents.
   3. Assist in creating community and individual accountability within Spark and Theme House communities.

F. **Additional Responsibilities**
   1. Due to the time demands of the Assistant Residential Life Coordinator position, involvement in clubs, athletics, field experience, additional employment, and internships, which take the Assistant Residential Life Coordinator away from his/her hall for significant time blocks must be approved by the Assistant Director.
   2. In addition, the Assistant Residential Life Coordinator is permitted to be off campus one weekend a month with the prior approval from the Assistant Director.
   3. Additional duties may arise throughout the course of the year dependent upon circumstances.