Gettysburg College
Office of Residential & First-Year Programs
Upperclass Area (RCs/CAs in Traditional Halls, Motels, and Apartments & Suites)
Residence Life Student Staff Position Description
2015-2016

This position description applies to all Upperclass Area student staff including Community Advisors (CAs) and Residence Coordinators (RCs). The term Community Advisor (CA) will be used throughout this document to apply to CAs and RCs except where noted. RCs in the Upperclass Area serve as CAs for their area while also having additional responsibilities that extend their leadership role as area/building/complex leaders. These responsibilities are noted in the last section of this document. CAs 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 2.5 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 conduct standing with the college.

**Compensation**

Compensation for this position will be determined during the Spring 2016 semester.

**General Statement**

The Community Advisor is an integral part of the College’s Residence Life Program as administered by the Office of Residential & First-Year Programs. As staff members, Community Advisors are committed to the important role of community living in the undergraduate educational experience and to the goals of Gettysburg College.

Since Community Advisors have extensive contact with Gettysburg students, they serve as liaisons and resources. Community Advisors 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 Community Advisor’s involvement in their enforcement is required. Clear and regular communication between the Community Advisor 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.

Community Advisors 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 Advisor’s interactions with members of the hall group and the larger Gettysburg community.
Specific Responsibilities

A. Relationship Building and Sophomore-Specific Responsibilities
   1. Assist with the planning, executing, and advertising of sophomore-targeted programs. This information will be provided through the Sophomore Resources partners.
   2. Offer residents focused conversations (GChats) centered on academics and engagement during the fall and spring semester based on the Own Your Experience pillar and the planks of the Sophomore Resources program (Chart Your Academic Path, Make the Most of Your Involvement, Expand Your Worldview, Prepare for Life After Gettysburg). Completion of these conversations includes the submission of the GChat form and the administering of the assessment with the students who participated in the GChat.
   3. Assist students in building and maintaining relationships with their faculty advisors.
   4. Refer students to Sophomore Resources partners (faculty advisors, Academic Advising, Career Development, the Center for Global Education, Greek Life, the Garthwait Leadership Center) for assistance with exploration of majors and decisions on co-curricular experiences.
   5. Reach out and provide support to students who are struggling academically, including conducting outreach for Academic Advising and assistance with major declaration.
   6. Serve in a week-long on-call period one to two times per semester in order to assist fellow Community Advisors when needed. When on-call, CAs must stay within a ten-minute radius of campus and be available via cell phone.
   7. Assist residents in mediation of basic roommate conflicts. Refer to Residence Coordinator or Residential Life Coordinator (RLC) when necessary.
   8. Actively promote the academic goals of the College:
      a. Greater coherence between the curricular and co-curricular lives of residents.
      b. Improved interaction between residents, faculty, and staff.
      c. Continued exposure to the College for sophomore 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, citizenship, integrity, respect for and tolerance of diversity, equity, and inclusion.

B. General Advising Responsibilities
   1. Advise students within the hall concerning personal, academic, and social concerns.
   2. Be familiar with resources for student assistance that include but are not limited to other members of the Division of College Life and Academic Affairs, Center for Career Development, the Deans for Academic Advising, faculty advisers, Greek Life, the Garthwait Leadership Center, the Center for Global Education, Counseling Services, Experiential Education, Health Services, and the Office of Student Activities.
   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. Confer regularly with the Residential Life Coordinator and other staff in the Office of Residential & First-Year Programs about concerns of individuals and groups of residents for whom you are responsible.
   5. Participate in the formulation of policies and programs with the residence hall staff and the Office of Residential & First-Year Programs.
6. Be as available to your residents as is reasonably possible, especially in the first few months of the school year. Visibility and presence in the hall are of critical importance.

C. 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, Public Safety, CARE, etc.
2. Know the location of and be familiar with the operation of fire safety equipment.
3. Assist students in maintaining an environment conducive to sleep, study, and congenial group living.
4. Assist students in maintaining a physical environment free of safety and health hazards.
5. 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 residents.
6. Complete necessary surveys, administrative reports, and forms within established deadlines. Included among these forms are Weekly Reports. Information Reports must be submitted in Conduct Coordinator within 24 hours of the reported incident.
7. Check voicemail and email at least twice a day, and use the Residence Life Moodle site to communicate with staff and retrieve information.
8. 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).
9. Share with the Residential Life Coordinator and other Community Advisors 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 advise the RLC and staff of the Office of Residential & First-Year Programs regularly of unexplained absences, extended illness of residents, and/or unauthorized residents.
   c. Explain college rules and policies and assist in their enforcement.
   d. Regularly report maintenance problems to Facilities. This includes reporting emergency repairs, damages, and routine facility issues occurring within the residence hall.
   e. Residence Coordinators must be present for all hall closings and openings unless approved by the RLC. Community Advisors 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 Community Advisors 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.

D. Community Development Responsibilities

1. Schedule and facilitate community meetings throughout the year to provide sophomore-specific resources and information about policy, closings, evaluation, and to address community needs. These meetings will take place as needed (community disruption response, closing, etc.).
2. Plan and implement community development initiatives for your residents based on their needs.
3. Assist in creating community and individual accountability within the hall/building/complex community.

E. Staff Development Responsibilities
1. Attend all fall, winter, and spring Residence Life training sessions. These trainings are mandatory for all staff.
2. Attend all in service meetings (individual staff & campus wide) throughout the year.
3. Attend weekly area-wide staff meetings.
4. Attend weekly individual meetings alternating between the RLC and Residence Coordinator.
5. Complete reflection questions by the deadlines as assigned using the Residence Life Moodle site.
7. Assist in the selection, orientation, and training of new Residence Life student staff.

F. Additional Responsibilities
1. Due to the time demands of the Community Advisor position, involvement in clubs, athletics, field experience, additional employment, and internships, which take the Community Advisor away from the hall for significant time blocks, must be approved by the RLC.
2. Community Advisors are permitted to be off campus one weekend a month with the prior approval from the RLC.
3. Additional duties may arise throughout the course of the year dependent upon circumstances.
Position Specific Responsibilities

A. Upperclass Area Residence Coordinator (RC) Responsibilities
   1. Serve as a team leader for a complex of Community Advisors.
   2. Coordinate complex-wide community development initiatives.
   3. Coordinate and facilitate biweekly individual meetings with Community Advisors.
   4. Attend weekly individual meetings with the Assistant Director.
   5. Maintain office hours with the Assistant Director that include weekly individual meeting and time to accomplish delegated tasks.
   6. Attend Residence Coordinator-specific training sessions preceding general staff training periods and assist in facilitating student staff training sessions.
   7. Assist in the staff selection process through candidate interviews and group process.
   8. Be present for and coordinate hall closings with residence hall staff.
   9. Other duties as assigned.