Gettysburg College
Office of Residential & First Year Programs
Residential & First Year Programs Staff Ethical Expectations
2014-2015

You were selected as a Residential & First Year Programs staff member because of your ability to further develop your skills and actively serve as a role model on campus. This year it will be necessary for you to reach beyond your present abilities and accept the challenges of growing along with your residents. Helping students grow and learn to their fullest potential is one of your primary responsibilities.

To earn the respect of the individuals in your hall-group/residence hall, you must be receptive, impartial, and professional. Respect requires effort on your part when developing relationships. You will be faced with situations in which your discretion will be required. We trust and expect that you will make wise choices.

Below is a list of ten staff ethical expectations that serve as reasonable expectations for the conditions discussed in your job description and employment contract.

1. Perform, to the fullest, the duties and responsibilities as established by Residential & First Year Programs and assume full responsibility for your actions.

2. Establish, maintain and support a positive and healthy living-learning environment in your residence hall and orientation group that is consistent with the goals of Residential & First Year Programs and the educational mission of the College.

3. Uphold all Federal and State laws. Additionally, abide by all College policies as outlined in the Student Handbook and Guidebook for Residents. Being a Residential & First Year Programs staff member does not exempt you from any rules.

4. Confront all potential problem situations. Have no favorites on the floor or in your group when it comes to incidents. Do not ignore what is happening with your residents, orientation group, or in any residence hall. What you skip over could potentially lead to a dangerous situation. Enforce ALL residence hall policies. Be consistent and fair. Take a proactive approach at all times.

5. Be a role model. Understand that you are a Residential & First Year Programs staff member wherever you go, and that is how students will see you. Also, don’t forget you are held to the same high standard as all students, and as a staff member it is even more crucial you meet those standards.
   - Being a role model extends to voicemail, electronic communications (e.g. email: written contents, signatures, etc.; Instant Messenger: conversations, away messages, profile, etc.), and websites (e.g. personal websites; Myspace; Facebook: profile, groups, wall contents, self posted and tagged photos, etc.). These and other forms of communication provide an outlet for representing yourself and potentially either positively or negatively impacts people’s impressions of you. As a member of the Residential & First Year Programs staff, these communications also impact people’s impressions of others in your position, of the Office of Residential & First Year Programs, and of Gettysburg College. You are responsible for the way you conduct yourself via voice and electronic communications, as well as the way you are represented on personal websites and online directories (e.g. Facebook).

6. If you have a problem on staff or with an individual, do not gossip and share your problem with students or other staff members. Confront complaints and people directly. Do not complain to students, but instead find productive ways to resolve issues with individuals. If you are in a situation where students are speaking negatively of another staff member, person, or group, encourage the resident to bring his/her concern to the appropriate person or office.

7. Due to the nature of your position, students may communicate with you information and/or materials that they would prefer to be kept confidential. As a staff member, you are an agent of the College, and therefore you can never promise students complete confidentiality.
8. Respect others and their differences. Be intentionally inclusive with your actions and your programs. Your actions and programs must not be heterosexist, racist, sexist, inaccessible, or oppressive in nature, title, or content. Challenge yourself to understand and appreciate persons of different sexual orientations, ethnic backgrounds, religious affiliations, race and gender. Confront inappropriate slurs or jokes made against specific groups or persons (this includes you and the other staff members). Understand where your own prejudices lie and be open to new ideas.

9. Amorous, dating, or sexual relationships with building/area staff members and/or building residents must not occur. Relationships between staff and area residents in the East and West Areas are strongly discouraged. These expectations are due to the supervisory, peer-counseling, and/or evaluative responsibilities that exist with these groups.

Sexual misconduct is unacceptable. Sexual misconduct is defined as a threat of a sexual nature without the other person’s consent. Examples of such behavior include, but are not limited to,

- Deliberate or reckless threat, actual or implied;
- Physical contact of a lewd type such as brushing, touching, grabbing, pinching, patting, hugging, and kissing;
- Physical contact of a sexual nature that results in reasonable apprehension of a sexual assault or physical harm and;
- Coerced sexual activities, including rape.

All sexual interaction between any two people must consensual. For further information on the college definition of consensual, please refer to the Handbook of Student Rights and Responsibilities.

10. Take an active role in the education of residents and students, as it pertains to the use of alcohol. As a role model and agent of the College, you should:

- Refrain from the use of alcohol in violation of the College alcohol policy and/or laws of the Commonwealth of Pennsylvania.
- Staff must be aware of the impact of consuming alcohol with other staff and/or students on their responsibility as role models.
- Do not provide alcohol to anyone under the age of 21.
- Furthermore, do not appear intoxicated in public; such behavior does not fall within the framework of an acceptable, positive role model.
- Speak and behave in a manner which communicates an appropriate message related to the use of alcohol. Actively discourage the inappropriate use and abuse of alcohol.
- Discourage planned alcohol-related events involving underage persons.
- Encourage and provide creative alternatives to alcohol-related events.
- Concern yourself with the safety and well-being of others when in a situation that involves alcohol.
- Confront violations of the College’s alcohol policy regarding inappropriate use and abuse of alcohol. Identify and hold student’s accountable for their behaviors while consuming alcohol.
- Educate students on the psychological effects of alcohol use and abuse. Identify and intervene with students who are suspected of an alcohol-related problem and make referrals to a Residence Life staff member.

*Staff members whose behavior violates both Residence Life’s Ethical Expectations and the Code of Conduct will have conversations with both the Residence Life staff and the Director of Student Rights and Responsibilities. The violation of the Code of Conduct may lead to sanctions as outlined in the Student Handbook.