# **2014-2015**

# **Bates College Residence Life**

# **Residence Coordinator**

# **Application**

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Reference Forms (1 past/current JA/RC and 2 faculty/staff)

Thank you for your interest in becoming a Residence Coordinator! A Residence Coordinator serves as a resource to their residents and is responsible for helping students achieve their educational, personal, and social goals within the residential context. The role of an RC is challenging and provides an opportunity for students to make important contributions to the Bates community.

Attached you will find the application packet, which should be completed and submitted to the Housing & Residence Life Office in Lane Hall by Friday, February 7, 2014 at 4:00 p.m. You will be contacted via email about your interview time slot after submitting your application. Based on preferences stated in the application packet, you will be scheduled for an interview during the week between February 24th – 27th, 2014.

Your completed application will be read by a current Residence Coordinator, staff members, and members of the Dean of Students Office. Please be sure that the attached forms for faculty/staff and student evaluations are delivered to the appropriate individuals, and they are aware of the deadline of Friday, February 7, 2014 at 4:00 p.m.

The selection process will be held in March and you will be notified of the status of your candidacy via your campus mailbox on Friday, February 28th.

We encourage you to give serious consideration to the prospect of becoming a Residence Coordinator. If you have any questions about the Residence Coordinator position or the upcoming selection process, please do not hesitate to contact us.

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Residence Coordinator Position Description

A Residence Coordinator’s responsibilities are as follows:

1. Serve as paraprofessional administrator in respective residential area.
2. Maintain boundaries and a sense of balance appropriate to your position as a paraprofessional and agent of the College.
3. Serve as liaison between students in residence(s) and College administrative offices (DOS, Financial Office, Student Activities Office, Dining and Catering Services, etc.). Serve as a resource to student residents on issues pertaining to college policy and current campus issues.
4. Provide student residents in building(s) with notification of co-curricular and extracurricular activities on campus. Work with Junior Advisors to match first-year students who wish to participate in campus clubs or organizations with returning (sophomore, junior and senior) student members of those clubs and organizations.
5. Plan and produce extracurricular and educational programming in the residence building(s). Residence Coordinators are expected to initiate and design/sponsor **three programs per semester (one program per month). At least one program per semester must be educational.** There is no maximum number of programs. The Residence Life Assistants will be happy to work with you to determine and develop programming content and can provide limited funding. Residence Coordinators are not to sponsor events on campus involving alcohol. **Failure to fulfill this requirement will result in docking of pay.**
6. Work with Security, the DOS Office, and Physical Plant personnel to investigate and resolve damage incidences and other violations of Bates community values and guidelines. **All RCs are required to conduct a walk-through of each of their buildings at some point each Sunday.** This will enable you to talk with the residents as well as spot damage, disarray, or things that must be cleaned up before Monday morning. RCs are not exempt from damage fines; however, all student staff members will pay an equal amount, derived from the average of all “amount per person” damage accrued.
7. Serve as a leader and role model for all residents. **The RC will be responsible for upholding Bates community standards and rules as well as those determined by the residents themselves in building-wide meetings at the beginning of the academic year**. The RC will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. If an RC is found to be in violation of College policy, a review will be performed by the Deans’ Office and termination may be considered.

1. It is the right and the responsibility of the RC to issue formal warnings to students when egregious violations of college or residential policies have been committed or when other, less formal means of addressing a problem have been attempted repeatedly to no avail. If the circumstances involve the second situation (repeated interventions to no avail), then advance notice should be given that the student involved is making a conscious choice in his/her actions and that if they choose to violate college or residential policies or continue to be a serious disruption to the residential community, then the RC will issue a formal warning. The formal warning consists of notifying the student whose behavior has become problematic that he or she is being referred to the Area Dean. The Area Dean will call the student(s) involved in for a meeting within 48 hours. The nature of this meeting may be conversational or may involve any of the following: the issuance of a warning, a written notation placed in the student’s file (no immediate action taken but instead for future reference), a written contract noting expectations of the student(s), or if merited, some level of disciplinary action. **The RC is not responsible for the enforcement of disciplinary actions but is expected to support and facilitate their enforcement by Security and by the Deans’ Office.** He or she is expected to act in the best interest of the Bates community.
2. Meet with the building custodial staff at least once a week. Work with the building custodial staff, Safety Officer, and Recycling/Conservation and Environmental Coordinator to inform students regarding safety hazards, cleaning needs, or changes that must be made to ensure a clean and safe residence area for all residents. The Residence Life Assistants will provide guidance and support to you in these endeavors.
3. Mediate disputes between roommates or residents. Work with the Housing Coordinator and Area Dean to resolve protracted disputes or situations you are not comfortable handling.
4. Attend RC/JA Training week (August 24 – August 29, 2014) and all in-service training programs during year. Attend and participate as needed in First Year Orientation activities.
5. **Short Term**: The number of staff that we will be able to accommodate on staff during Short Term will be determined as the time gets closer. Only staff members who have completed all requirements of the job will be eligible for consideration to stay on staff for short term. If you would like to stay on staff for Short Term, you must be staying for an acceptable reason (acceptable reasons include taking a Short Term course, serving as a Research Assistant or Teaching Assistant, a member of a College Athletic team, or an on- or off- campus job which requires more than 20 hours per week). Requesting to stay on staff during short term (which is equivalent to 5 hours per week) is not an acceptable sole reason to stay. Staff who do not stay for Short Term will not be penalized. All staff members must but must complete all programming prior to the end of Winter Semester. Those who do stay and serve during Short Term must complete one additional program, attend 1-2 staff meetings, and will be provided with a small stipend.

1. Participate in at least one of the projects, programs, or processes of the residence life program during the year. You may volunteer to help with housing lottery in March, RC/JA information sessions in January, interviewing and selecting next year’s RC staff in early spring, or any other Dean of Students’ Office initiative for which residence life staff assistance is solicited.
2. Maintain regular communication with your Area Dean via the mandatory submission of weekly logs or e-mails. Attend mandatory meetings with your Area Dean throughout the year.
3. Attend all Tuesday meetings held during the open lunch hour (12pm-1pm).
4. Serve as a liaison between the residence(s) and the Deans involved with residence life, campus policy, and judicial affairs should an infraction of campus policy and procedures occur within that/those residence(s).