*A Residence Coordinator Team Leader’s responsibilities are as follows:*

1. Serve as a paraprofessional administrator and as a resource to student residents, Junior Advisors and other Residence Coordinators of a campus residence building.
2. Maintain boundaries and a sense of balance appropriate to your position as a paraprofessional and an agent of the College.
3. Serve as a liaison between students in residence(s) and the Dean of Students Office and other necessary departments (Financial Office, Student Activities Office, Bates Security, Health Center, Dining and Catering Services, etc.).
4. Plan and produce extracurricular and educational programming in the residence building(s). Residence Coordinators Team Leaders are expected to initiate and design/sponsor **one program per month. One program per semester must have an educational component, and at least one of these programs during the fall semester must address some issue that is of concern on campus or in the building**. There is no maximum number of programs. The RC Team Leader should work with the building JAs to coordinate major building-wide events and activities. Any members of the Dean of Students Office will be happy to work with you to develop programming and can provide limited funding for use in these events. **Failure to complete programming will result in the docking of pay.**
5. Plan and produce one late night program per semester with the JAs in the hall on a Friday or Saturday night. This program will be a fun event that is an alternative to the traditional Student Activities programs on weekend nights.
6. Hold weekly meetings with all JAs in the building during the first 6-8 weeks of the academic year and during the first 4 weeks of winter semester. During the remainder of the school year, RC Team Leaders will hold monthly meetings with their JA staff. The goals and content of these “in-house staff meetings” will be identified and discussed during the JA/RC orientation and training week. Dean Foster Zsiga is willing to assist in subsidizing the cost of any food (pizza, subs, etc.) ordered in for these meetings for as long as the funds are present.
7. In addition to staff meetings, please plan to meet with all Junior Advisors on your staff at least three (3) times in a semester. This should be scheduled during the following times: the end of September/Early October, late October/early November, and in early December. During each of these meetings please complete performance assessments for each Junior Advisor, discuss aspects the JA is doing well, and aspect the JA could improve upon. Additionally, maintain regular communication with each of your JAs via face-to-face, phone, email, etc. as needed.
8. Serve as a leader and role model for all residents. **The RC Team Leader 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 Team Leader will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. RC Team Leaders may not sponsor events involving alcohol in any campus residence. If an RC Team Leader is found to be in violation of College policy, a review will be performed by the Dean of Students Office and termination may be considered.
9. Work with Security, the DOS Office and Facility Services personnel to investigate and resolve damage incidences and other violations of Bates community values and guidelines. **All RC Team Leaders will be 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. RC Team Leaders 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.
10. 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 used repeatedly and 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 their 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 Team Leader will have no option but to issue a formal warning. The formal warning consists of notifying the Area Dean of the situation. The Area Dean will call the student(s) involved in for a meeting within 24-48 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 Team Leader 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**. They are expected to act in the best interest of the Bates community.
11. 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 this endeavor.
12. Mediate disputes between roommates or residents. Work with the Housing & Residence Life Office and Area Dean to resolve protracted disputes or situations you are not comfortable handling.
13. Attend RCTL Training (August 22nd – 23rd) as well as RC/JA Training week (August 23 – August 28, 2015) and all in-service training programs during the year. Attend and participate as needed in First Year Orientation activities.
14. Attend all Tuesday meetings held during the open lunch hour (12:00 noon – 1:00 pm).
15. **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. RCTLs who do not stay for Short Term will not be penalized. All staff members 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.
16. 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.
17. Maintain regular communication with your Area Dean via mandatory meetings and email communication.
18. 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).