Thank you for your interest in returning to the Residence Life staff next year! We have attempted to consolidate the application process for you as a returner, as we are already somewhat familiar with your interest in and skills related to the position. Please read the following pages carefully and note in requested areas which of the following positions on staff you’re applying: Junior Advisor (JA), Residence Coordinator (RC), Theme House Residence Coordinator (THRC), Residence Coordinator Team Leader (RCTL)

You will find the full job description of the positions listed above on the Bates Residence Life webpage at http://www.bates.edu/housing/residence-life-program/staff-selection-process/. Please click the link to the left of the appropriate position that you are applying for.

Attached you will find the application packet, which should be completed and submitted to the Housing & Residence Life Office in Lane Hall by the appropriate deadline. **JA applications are due by Friday, February 1st at 4:00pm, and RC and RCTL applications are due no later than Friday, February 8th at 4:00 p.m.** You will be contacted via email about your interview time slot after submitting your application. Based on preferences listed in the packet, you will be scheduled for an interview during the week of February 14th for JA Applicants or the week of February 28th for RC/THRC/RCTL Applicants.

Your completed application will be read by a current Residence Life staff members, college staff and faculty members, and members of the Dean of Students Office. Please be sure that the attached forms for faculty/staff and student references are delivered to the appropriate individuals, and remind them of your deadline.

The selection process will be held during the months of February and March, and you will be notified of the status of your candidacy via Bates email on or before Friday, March 2nd.

If you have any questions about these positions or the upcoming selection process, please do not hesitate to contact us.

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JUNIOR ADVISOR POSITION DESCRIPTION
A Junior Advisor’s responsibilities are as follows:

1. Serve as a resident peer advisor to a first-year center comprised of 12-20 entering students and advise them on academic and social issues as they make the transition from secondary school to college life. Informal advising topics may include, but are not limited to, academic issues (including the logistics of course registration, add/drop, and pre-registration); general education requirements and departmental requirements; and academic and/or personal support services (e.g. the Writing Center, the Dean’s Office, and the Health Center).

2. Maintain boundaries and a sense of balance appropriate to the position as a paraprofessional and agent of the College.

3. Advise first-year students on co-curricular and extracurricular activities on campus and guide them toward groups and organizations that might be of interest to them. Work with Residence Coordinator(s) to introduce the first-year residents to upper-class students involved in those organizations or groups.

4. Plan and produce extracurricular and educational programming for your first-year student center. Junior Advisors are expected to organize, initiate, or sponsor a minimum of five activities or programs per semester (about 2 per month). A minimum of three educational or informational programs must be offered during each term. At least one educational program must address some dimension of the topic of sexual assault prevention (to be conducted during the fall semester). There is no maximum number of activities or programs that can be offered. The Residence Life Assistants will be happy to work with the JAs to determine and develop programming content. Funding for these activities is available from limited first-year center budgets and can be procured through the Residence Life Office. Failure to complete required programming will result in the docking of pay.

5. Work with the Residence Coordinator(s) and the Area Dean in investigating and resolving damage incidents. JAs 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.

6. Mediate disputes between or among roommates. Work with Housing Coordinator and Area Dean to resolve protracted disputes or situations.

7. Serve as a leader and role model for all residents. The JA will be responsible for upholding Bates community standards and rules as well as those determined by the residents themselves (in house/hall meetings) at the beginning of the academic year. The JA will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. The JA will work with the DOS Office to address negative actions or behavior patterns, violations of community values, or negative actions/behaviors that are egregious or of immediate danger to residence community members.

8. The JA will have the right and responsibility to issue a formal warning 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 a 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 JA 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 JA 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.

9. Meet (briefly) with the 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. Dean Foster Zsiga and the Residence Life Assistants will provide guidance and support to you in this process.

10. Attend all of RC/JA Training week (August 26-August 31, 2012), attend and participate in all First Year Orientation activities, and attend any in-service training programs during year.

11. Attend all Tuesday meetings held during the open lunch hour (12pm-1pm).

12. If staying for Short Term (acceptable reasons: taking a Short Term course, serving as a Research Assistant or Teaching Assistant, a member of a College Athletic team, on- or off-campus job which requires more than 20 hours per week), JAs may continue to work and get paid for their services. JAs who do not stay for Short Term will not be penalized, but must complete all programming prior to the end of Winter Semester. Those who choose to stay and serve during Short Term must complete one additional program for Short Term.

13. Support and attend college-sponsored programming for First Year Class and residence-based programming when possible.

14. 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 JA staff in early spring, or any other Dean of Students Office initiative for which residence life staff assistance is solicited.

15. Send welcome letters/emails to your first year center residents to introduce yourself in late July/early August and complete door tags prior to arriving for RC/JA orientation.

16. Maintain regular communication with your Area Dean via the mandatory submission of weekly JA/RC log sheets in writing or via e-mail. Attend mandatory meetings with your Area Dean throughout the semester.
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.

8. 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.
9. 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.

10. 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.

11. Attend RC/JA Training week (August 25 – August 30, 2013) and all in-service training programs during year. Attend and participate as needed in First Year Orientation activities.

12. If staying for Short Term for an approved reason (taking a Short Term course, serving as a Research or Teaching Assistant, member of a College Athletic team, on- or off-campus job which requires more than 20 hours per week), RCs may continue to work and get paid for their services. RCs who do not stay for Short Term will not be penalized, but must complete all programming prior to the end of Winter Semester. Those who choose to stay and serve must complete one additional program.

13. 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.

14. 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.

15. Attend all Tuesday meetings held during the open lunch hour (12pm-1pm).

16. 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).