Frye Street Union Programming Coordinator Position Description

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

1. Serve as a paraprofessional administrator in Frye Street Union.
2. Maintain boundaries and a sense of balance appropriate to your position as a paraprofessional and agent of the College.
3. Serve as a liaison between students in residence(s) and College administrative offices (Student Affairs, Financial Office, Campus Life, Dining and Catering Services, etc.). Serve as a resource to student residents on issues pertaining to college policy and current campus issues.
4. The FPC will be co-supervised by the Assistant Director of Campus Life as well as the Directors of Residence Life.
5. Provide student residents in FSU with notification of co-curricular and extracurricular activities on campus.
6. The primary programming responsibility of the FPC is to schedule Frye Street Union as a programming space. It will be expected that **at least one program weekly will be scheduled in FSU, especially on weekends**.
7. Plan and produce extracurricular and educational programming in Frye Street Union. The FPC is expected to initiate and design/sponsor **three programs per semester. At least one program per semester must be educational.** There is no maximum number of programs. The Housing Coordinator & Residence Life Assistant will be happy to work with you to determine and develop programming content and can provide limited funding. The FPC is not to sponsor events on campus involving alcohol. **Failure to fulfill this requirement will result in docking of pay.**
8. Work with Security, SA, and Facility Services to investigate and resolve damage incidences and other violations of Bates community values and guidelines. **The FPC will be required to conduct a walk-through of Frye Street Union 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. The FPC is 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.
9. Serve as a leader and role model for all residents. **The FPC 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 FPC will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. If the FPC is found to be in violation of College policy, a review will be performed by the Student Affairs and termination may be considered.

1. It is the right and the responsibility of the FPC 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 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 FPC will issue a formal warning. The formal warning consists of notifying the student whose behavior has become problematic that they are being referred to the Area Staff member. The Area Staff member 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 FPC is not responsible for the enforcement of disciplinary actions but is expected to support and facilitate their enforcement by Security and by Student Affairs.** They are 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 Directors will provide guidance and support to you in these endeavors.
3. Mediate disputes between roommates or residents. Work with the Directors of Residence Life and Deans to resolve protracted disputes or situations you are not comfortable handling.
4. Attend JARC Training week and all in-service training programs during year. Attend and participate as needed in First Year Orientation activities.
5. Invite residents who you are less familiar with to have a **‘Cat Chat** at least 1 – 2 hours per week. A ‘Cat Chat is a 30 minute conversation over coffee with a resident. These conversations are meant to foster connections between RCs and upperclass students. The Office of Residence Life and Health Education will provide funding to purchase two standard coffees for each ‘Cat Chat. **Failure to fulfill this requirement will result in docking of pay.**
6. **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 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. **We highly encourage the Frye Street Union Programming Coordinator to remain on staff during short term.**

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, JARC information sessions in January, interviewing and selecting next year’s RC staff in early spring, or any other Student Affairs initiative for which residence life staff assistance is solicited.
2. Maintain regular communication with your Area Staff member via the mandatory submission of weekly logs or e-mails. Attend mandatory meetings with your Area Staff member throughout the year.

1. Attend all Tuesday meetings held during the open lunch hour (12:00 noon -1:00 pm).