**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, Student Affairs [SA], and the Health Services).
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 four activities or programs per semester (about 2 per month).  A minimum of two 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), and at least one community engagement (to be conducted in either the fall or winter semester).  There is no maximum number of activities or programs that can be offered.  The Residence Life Directors 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 Office of Residence Life and Health Education. **Failure to complete required programming will result in the docking of pay.**
5. Plan and produce one late night program per semester on a Friday or Saturday night and assist the RCTL with the campus-wide late night program for the semester. These programs will be fun events that are an alternative to the traditional Campus Life programs on weekend nights.
6. Work with the Residence Coordinator(s) and the Area Staff member 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.
7. Mediate disputes between or among roommates. Work with Directors to resolve protracted disputes or situations.
8. 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 SA 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.
9. 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 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 JA will have no option but to issue a formal warning. The formal warning consists of notifying the Area Staff member of the situation. The Area Staff member 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 Student Affairs.** They are expected to act in the best interest of the Bates community.
10. 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. The Directors will provide guidance and support to you in this process.
11. Attend all of JA/RC Training week and Orientation. You must also participate in First Year Orientation activities, and attend any in-service training programs during year.
12. Attend all Tuesday meetings held during the open lunch hour (12:00 noon -1:00 pm).
13. **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.
14. Support and attend college-sponsored programming for the First Year class and residence-based programming when possible.
15. 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 JA staff in early spring, or any other Student Affairs initiative for which residence life staff assistance is solicited.
16. 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 JARC orientation.
17. Maintain regular communication with your Area Staff member. Attend mandatory meetings with your Area Staff member throughout the semester.