



Bates College Residence Life Position Description

TITLE:	<i>Residence Coordinator</i>
LOCATION:	The Office of Residence Life and Health Education
REPORTS TO:	Assistant Director of Residence Life
DATE UPDATED:	November 15, 2021
STIPEND:	\$2,500.00

Position Description

The role of Residence Coordinators at Bates College is to foster socially just residential communities that support students' personal growth through critical thinking, social connection, meaningful dialogue, and intellectual engagement beyond the classroom. The experiences that students have in residence halls and houses is an integral component of the College's mission to educate the whole person, and Residence Coordinators play a dynamic role in shaping these experiences.

Student members of the Residence Life Staff foster inclusive living environments that are informed by health education perspectives, are guided by students needs, and are grounded in the principles of anti-racism and social justice. In this position, staff members embody several important roles including peer mentor, conflict mediator, department liaison, and community role model.

Responsibilities

Residential Community Building

- Support a community of 50 to 100 upperclass students residents as a community advisor, helping establish and maintain community norms and values.
- Act as a peer mentor and role model to help upperclass student residents navigate complex social and diverse College policies related to the unique challenges of cohabitation.
- Connect with residents via email introduction prior to arrival and prepare them to play an intentional role in community building by setting expectations and hanging informational signs.
- Foster relationships between residents and other members of the Bates community (e.g. first-year students) to help celebrate difference and to encourage a sense of belonging.
- Build socially just and inclusive residential communities by facilitating meaningful conversations around roommate agreements, residential norms, community expectations, and mediation strategies.
- Live within the residential community and spend meaningful time in common spaces, being prepared to support residents as their needs and your availability dictate during non-business hours.

- Maintain personal boundaries appropriate for a paraprofessional worker and an agent of the College.
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Community Intervention & Support

- Approach residential concerns and interactions with humility, empathy, and an active desire to learn from different perspectives, experiences, and from mistakes.
 - Manage conflicts and mediations with an inclusive and empathetic approach, helping both sides feel heard and guiding residents through the process of generating realistic strategies and solutions.
 - Collaborate with the Coordinators/Directors/Deans in the *Office of Residence Life and Health Education* to resolve persistent or escalating residential issues.
 - Issue informal warnings, including simple explanations of policies, to residents and guests where violations of [Code of Student Conduct](#) or [Residential Regulations](#) have occurred.
 - Refer individuals and/or groups to the *Office of Residence Life and Health Education* or other student-facing offices where higher-level support or more formal conduct processes are needed.
 - Work with other members of the Residence Life Staff in investigating and resolving documented dorm damage, significant or persistent mess, and/or instances of community disruption.
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Residential Programming

- Facilitate the required numbers and types of extracurricular and educational engagement opportunities (programs) to foster relationship building, community connection, and meaningful dialogue around relevant student issues.
 - Collaborate with other student members of the Residence Life staff to facilitate multi-community and/or crossover engagement opportunities.
 - Consult with the Coordinators/Directors/Deans of the *Office of Residence Life and Health Education* to develop ideas and content for engagement opportunities.
 - Manage a semesterly programming budget as determined by specific residential placements and community size.
 - Meet with residents regularly to meet the semesterly requirement for Cat Chats (formal or informal one-on-one opportunities to build authentic relationships with residents).
 - Complete monthly reflections to assess facilitated programs, to report progress toward Cat Chat requirements, and to provide feedback regarding Residence Life staff experiences.
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Personal / Professional Development

- Participate fully in mandatory staff trainings, including pre-arrival training sessions in August/January and in-semester trainings during the fall and winter terms.
 - Attend weekly Residence Life staff meetings (Tuesdays from 12:00 – 1:00pm) to discuss ongoing and/or emergent residential issues, encourage team bonding, and foster meaningful interpersonal connections.
 - Attend one (1) leadership-focused event or complete one (1) leadership-focused course outside of Residence Life training sessions during the academic year.
 - Attend one (1) bystander intervention, anti-racism, or equity-focused event or training session outside of Residence Life training sessions and Green Dot training sessions during the academic year.
 - Meet with a professional staff member (Area Director) in the *Office of Residence Life and Health Education* at least once per semester to attend to personal and professional development needs.
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Collaboration

- Establish positive and mutually respectful relationships with custodial workers to effectively and collaboratively address safety hazards, cleaning needs, and/or relevant community behaviors.
 - Assist with First-Year Orientation and arrival programs and events, including hosting regular meals and intentional community meetings during Orientation week.
 - Support, promote, and attend college-sponsored programming for first-year students with first-year center residents when possible.
 - Maintain regular communication with designated Area Director. Attend mandatory meetings with designated Area Director throughout the semester.
 - Participate in team projects that enhance the quality and efficiency of the *Office of Residence Life and Health Education*.
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Application Requirements

- There are no experience-based requirements to be a Residence Coordinator; however, many applicants benefit from prior experience living in mixed-year or upperclass student housing.
 - Applications must be submitted online via the Residence Life website.
 - Applications must include two (2) references, including one (1) reference from a current professional staff or faculty member and one (1) reference from a current or former student member of the Residence Life staff.
 - Applications must include a simple resume and cover letter formatted as a PDF and uploaded to the application.
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