



## Bates College Residence Life Position Description

<b>TITLE:</b>	<i>Junior Advisor</i>
<b>LOCATION:</b>	Office of Residence Life and Health Education
<b>REPORTS TO:</b>	Assistant Director of Residence Life
<b>DATE UPDATED:</b>	November 21, 2022
<b>STIPEND:</b>	\$2,750.00

### Position Description

Junior Advisors are paraprofessional representatives of the *Office of Residence Life and Health Education*. The experiences that students have in residence halls and houses are integral to the College's mission to educate the whole person, and Junior Advisors play a dynamic role in shaping these experiences.

The primary function of Junior Advisors (JAs) is to help incoming first-year students transition to life on campus by fostering socially just residential communities that support students' personal wellbeing and growth. Junior Advisors do this by facilitating opportunities for social connection, meaningful dialogue, intellectual engagement beyond the classroom, and by focusing on holistic wellness. Junior Advisors are also responsible for helping residents navigate and balance their responsibilities to self, others, and their living environment.

Junior Advisors also collaborate with campus partners to maintain residential spaces with the goal of ensuring these spaces are welcoming, inclusive, and functional for all. This effort requires collaboration with campus partners such as Facility Services, Environmental Health and Safety, Campus Safety, and Residence Life and includes a significant education component whereby Junior Advisors take an active role in helping residents learn the information and skills needed to make positive contributions to their residential community.

Junior Advisors further advance the work of the *Office of Residence Life and Health Education* by serving as community ambassadors for the College's *Health Education* team, by helping to facilitate elements of First-Year Orientation and the First-Year Experience, and by collaborating with other partners in Student Affairs in beyond to improve the student experience..

Finally, all members of the Residence Life Staff seek to foster inclusive living environments that are informed by positive wellness perspectives, are guided by student needs, and are grounded in the principles of anti-racism and social justice. In the role of Junior Advisor, staff members embody several important roles including peer educator, mentor, mediator, department liaison, and community role model.

# Responsibilities

## **Community Focus**

- Support a first-year center (FYC) of 10 to 18 first-year student residents, helping these new community members to successfully transition to residential life at Bates College.
- Establish and maintain healthy community norms and shared values in coordination and collaboration with other Junior Advisors and neighboring residents.
- Foster positive relationships with and among residents, helping to celebrate difference and encourage a sense of belonging.
- Build socially just and inclusive residential communities by facilitating honest conversations around roommate agreements, residential norms, community expectations, and mediation strategies.
- Live within the residential community and spend meaningful time in common spaces.

## **Health Promotion Focus**

- Work with professional *Health Education* staff members to promote evidence-based, identity-informed, health and wellness practices and concepts.
- Conduct community needs assessments – including peer conversations, focus groups, and surveys – to inform health promotion initiatives.
- Utilize best current practices – including relevant frameworks, theories, and models – when preparing content and materials for health promotion programs designed for first-year communities.
- Educate and inform peers about on-campus student health and wellness resources.
- Facilitate one (1) residentially-based health promotion program per semester.

## **First-Year Experience**

- Act as a peer mentor and role model to help first-year students navigate complex social and academic situations, competing priorities, and diverse College policies.
- Connect with first-year students via email introduction prior to arrival and prepare the physical environment of the first-year center (FYC) by hanging posters, door tags, and informational signs.
- Foster relationships between first-year students and other Bates community members to help celebrate difference, ensure first-year students are supported, and encourage a sense of belonging.
- Help first-year students to explore co-curricular and extracurricular activities and groups on campus, and facilitate introductions between first-year and upperclass students where possible.
- Assist with the *Office of Residence Life and Health Education's* contributions to the annual First-Year Orientation program by attending relevant orientation sessions and meals with a first-year center (FYC).

## **Peer Intervention & Support Focus**

- 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.

## **Programming & Engagement Focus**

- Facilitate the required numbers and types of programs in the following categories:
  - *Residential* programs foster relationship building, community connection, and meaningful dialogue around relevant student issues: five (5) per semester including Health Promotion and Community Engaged programs.
    - *Health Promotion* programs foster individual and community wellness, skill-building, and health literacy focused on relevant student issues: one (1) per semester
    - *Community Engaged* programs help to foster a sense of place and connect residents with the wider Lewiston/Auburn community: one (1) in the fall semester.
- Consult with the Coordinators/Directors/Deans of the *Office of Residence Life and Health Education* to develop ideas and content for *Residential* and *Health Promotion* programs.
- Manage a semesterly programming budget as determined by specific residential placements, community size, and program scope/scale.
- Meet with first-year residents regularly to complete semesterly community *Cat Chats* (formal or informal one-on-one opportunities to build authentic relationships with residents).

## **Personal / Professional Development**

- Participate fully in mandatory staff training sessions, including pre-term training sessions in August/January and in-semester training sessions during the fall and winter terms.
- Attend weekly Residence Life staff meetings (Tuesdays from 12:00 – 1:00 pm) to discuss ongoing and/or emergent residential issues, develop health promotion programs, and encourage team bonding.
- 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 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.
- Maintain personal boundaries appropriate for a paraprofessional worker and an agent of the College.

## **Collaboration**

- Establish positive and mutually respectful relationships with Custodial Services, Campus Safety, Environmental Health & Safety, and other campus partners to effectively and collaboratively address residential hazards, cleaning needs, and or/ other relevant community behaviors or needs.
- Assist with First-Year Orientation and arrival programs and events, including participating in relevant First-Year Orientation sessions and attending select meals and community meetings.
- Participate in team projects and processes that enhance the quality and efficiency of services provided by the *Office of Residence Life and Health Education* (e.g. housing selection, staff hiring, etc.).

## **Qualifications**

- Rising sophomore, junior or senior
- Willingness to live in a first-year center for the full academic year
- Maintain a 2.0 or higher grade-point average (GPA)
- Interest in community building, peer support, and residential leadership
- Interest in health promotion, community wellness, and peer mentoring
- Commitment to anti-racism, inclusion, accessibility, and equity
- Strong interpersonal communication skills or a desire/willingness to develop them
- Availability for required training sessions and willingness to meet other position requirements

## Commitments

- Complete the NASPA Peer Educator Training course
- Attend all pre-term staff training sessions:
  - August 26th – 29th, 2023
  - January 2024 (exact date to be determined)
- Attend weekly staff meetings during the academic year (Tuesdays from 12:00 – 1:00 pm)
- 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.
- Facilitate five (5) residential programs per semester, including:
  - One (1) Health Promotion-focused program in collaboration with the Health Education team
  - One (1) Community Engaged program in collaboration with the Harward Center
- Assist with one (1) departmental event, observance week, or initiative 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 explore personal and professional development.