

# STAFF EXPECTATIONS

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Housing Assignment: \_\_\_\_\_

(Office use)

UNIVERSITY OF VIRGINIA  
HOUSING DIVISION/RESIDENCE LIFE OFFICE  
RESIDENT STAFF EMPLOYMENT AGREEMENT  
AUGUST 2008 – MAY 2009

NAME \_\_\_\_\_ SEX: F / M  
(Last) (First) (MI) (Circle one)

Name you prefer to be called: \_\_\_\_\_ COMPUTING ID: \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip)

PERMANENT TELEPHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_

SOCIAL SECURITY# \_\_\_\_\_ NUMBER OF ACADEMIC HOURS \_\_\_\_ [Fall 2008]

DATE OF BIRTH \_\_\_\_\_ (Required to activate your purchasing card)

**All Resident Staff appointments are based on the following employment terms and conditions. Failure to meet these terms and conditions is a breach of the agreement that may result in immediate termination:**

1. Resident Staff members are required to maintain a cumulative GPA of 2.0, and be in good academic standing as defined by their school, during the term of appointment. Failure to meet these academic requirements before the beginning of the Fall semester will result in removal from Resident Staff. Failure to meet these requirements at the end of the Fall semester will result in administrative review of the student's Resident Staff status for the Spring semester.
2. If Resident Staff fail to meet the academic requirements as stated above, then they must report their semester grades (whether Spring or Fall) directly to the Director of Residence Life to facilitate a timely review of each staff member's academic eligibility for the program.
3. Resident Staff may not hold or accept any other employment on or off-Grounds or participate in an extra-curricular activity (including responsibilities such as Rush Chairman, College President, Honor Chair, etc.) to exceed 10 hours per week.
4. An on-going evaluation of individual Resident Staff member's effectiveness will be conducted. Results will be used in determining retention, and promotion, and will be reviewed by the Resident Staff Appraisal Board.

5. The basic duties as described in the Resident Staff Manual will be performed as expeditiously and effectively as possible. Resident Staff members are to be thoroughly familiar with University policies and procedures. Also, Resident Staff members, as agents of the state, are expected to support and comply with University policies and to encourage other students to do the same. Violation of any University policy by a Staff member will be referred to the Resident Staff Appraisal Board.

6. Personal conduct will be consistent with the position of a Resident Staff member. Unacceptable behavior is subject to review by the Appraisal Board and may result in removal from the position.

7. Attendance is expected at all training sessions including those held prior to the Orientation for entering students. Resident Staff members are expected to fulfill a period of service of one entire academic year, unless removed for misconduct/performance issues or failure to fulfill employment agreement terms and conditions. Resident Staff members will be in residence prior to the arrival of residents for first semester and the return of their residents from recesses and semester breaks. Resident Staff members will remain on duty and be available until all residents for whom they are responsible have departed for recesses and semester completion. Resident Staff members may be released early only after receiving approval from the Residence Life Office. The Residence Life Office will provide dates and times for Spring 2008 training, and 2008/2009 arrival and departure dates.

8. Full cooperation is expected in providing adequate coverage and supervision of the residence halls including all weekends and evenings.

9. Remuneration includes a waiver of normal room rent; all Housing fees and deposits including application fee, security deposits; and a Resident Staff Meal Plan. **Compensation through the Resident Staff program may change your financial aid package. Therefore, it is important to you to speak with someone from Financial Aid to understand how your package may be impacted.**

The residence hall work outlined above is not easily translated into hours worked per day or week. However, it is estimated that no more than 12 to 15 hours per week should be required to perform the indicated duties and responsibilities. See the Resident Staff Manual for specific position description.

In accepting the above employment terms, I acknowledge that I am agreeing to act as an agent of the State of Virginia.

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(Date)

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(Signature of Resident Staff member)

Resident Staff Employment Agreement  
Revised: 2-14-08

## PROFESSIONAL EXPECTATIONS OF RESIDENT STAFF

Resident Staff members are subject to the same policies, procedures and laws as all residents of University Housing. However, because Resident Staff Members are employees of the University, agents of the Commonwealth of Virginia, and role models, **they are subject to the professional expectations and points of emphasis outlined below.**

Interested Staff members may also request to see a copy of the Statement of Ethical Principles and Standards of the American College Personnel Association (ACPA), which outlines specific ethical standards of practice to guide our work. ACPA is a national professional organization for student affairs, a field of which you are a paraprofessional. It is based on five ethical principles:

- Act to Benefit Others
- Promote Justice
- Respect Autonomy
- Be Faithful
- Do No Harm

### ALCOHOL

- Resident Staff members will not purchase or provide alcoholic beverages for any resident ineligible by reason of age to purchase/possess such beverages in the Commonwealth of Virginia.
- Resident Staff members should consider how their use or abuse of alcohol can influence their residents and the residence community.
- Resident Staff members should consider the impact of their off-Grounds use or abuse of alcohol and behavior associated with it.
- All Resident Staff members are subject to State laws and University policies and should be aware of the possible ramifications of their violation on the Staff member's employment status with the Resident Staff Program.

### CONFIDENTIALITY

Resident staff members have a duty to exercise the greatest possible care to safeguard the personal and private information regarding the residents with whom they come into contact. The nature of the residence life experience means that this information may involve intimate details about a resident's psychological or emotional state, personal relationships, academic standing, and the like.

- Resident staff members shall refrain from gossip or gratuitous sharing of personal and private information regarding their residents.
- Resident staff members shall exercise great care in their treatment of email or written communications in which information of a personal or private nature is communicated.
- Resident staff members shall provide timely and appropriate information to supervisory staff or other University professional staff in cases where the staff member believes that a resident's health or safety may be at issue. Such information-sharing is neither "gossip" nor "gratuitous" by its nature.

### DRUG FREE WORKPLACE POLICY (SEE THE RECORD)

The use of alcohol by employees while on University of Virginia owned or controlled property, including meal periods and breaks, is absolutely prohibited except when authorized by the University for approved University functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violations of these rules by an employee will be reason for evaluation/treatment for a substance use disorder or for disciplinary action up to and including removal. **This policy applies to all employees (full-time, part-time, students, etc.).**

## **PERSONAL RELATIONSHIPS, PROFESSIONAL RESPONSIBILITIES, AND CONFLICTS OF INTEREST**

Resident staff members are expected to recognize that their role in supervising residents and in some cases other staff members imposes special responsibilities in their management of interpersonal relationships. While student-student relationships naturally develop in a college setting, such relationships can cause serious problems given a staff member's role within the Residence Life Program.

- Resident staff members are to avoid any apparent or actual conflict of interest between their professional responsibilities and personal interests in their dealings or relationships with residents and other staffers whom they supervise.
- Resident staff members are to avoid engaging in sexual relationships with, or making sexual overtures to, residents over whom they are in a position of authority. This policy applies regardless of the gender of the individuals involved or the consensual nature of the relationship.
- Resident staff members are to avoid inappropriate physical or emotional contact with residents over whom they are in a position of authority. This policy applies regardless of the gender of the individuals involved or the consensual nature of the relationship.
- Resident staff members have a responsibility to be proactive in assessing whether their conduct or an emerging relationship may present a conflict with these rules. Resident staff members must take timely action to identify an actual or emerging violation or raise questions or concerns pertaining thereto with their immediate supervisor, Area Coordinator and/or dean. Supervisory staff will work with the staff member and the resident to develop an appropriate response.

## **ROLE IN RESIDENCE AREAS OUTSIDE ONE'S OWN**

Staff members continue to be Staff members even when in residence areas outside of their area of immediate responsibility. Violations of policies, procedures or laws should be addressed and/or reported in a timely way to the Resident Staff responsible for the area.

## RESIDENT STAFF CALENDAR 2008/2009

This is the anticipated 2008-09 calendar. Any changes, clarifications or additions will be discussed in Area Meetings or Executive Committee Meetings and passed on to staffs through the Senior Staff. If individual extenuating circumstances prevent you from fulfilling these obligations, you must request an exception IN WRITING and WELL IN ADVANCE.

**Please note that this year's schedule is different from previous years. Please pay close attention to end-of-semester dates and beginning of spring semester training schedule.**

### FALL SEMESTER - 2008

Opening	All Staff with Residents → Additionally, Upperclass →	Work Table - Sat. 8/23 Shifts - Sun. 8/24 & Mon. 8/25
New Student Orientation	All Staff with First Years	Attend, escort, facilitate highlighted sessions
Weekends	Each Staff	Coverage as arranged
Fall Reading Days Saturday 10/11 – Tuesday 10/14	Each Staff negotiates which RAs need to be present at the 'edges' (at least one staff member)	...until 5 pm on Friday 10/10 ...back by 5 pm on Tuesday, 10/14  <b>ALL RESIDENCE AREAS REMAIN OPEN</b>
Thanksgiving Holiday Wed. 11/26 – Sun. 11/30	Each Staff negotiates which RAs need to be present at the 'edges' (at least one staff member)	...until 5 pm on Tuesday 11/26 ...back by 5 pm on Sunday 11/30  <b>ALL RESIDENCE AREAS REMAIN OPEN</b>
Reading Days and Final Exams Saturday 12/6 – Tuesday 12/16	All Staff Members	Maintain coverage procedures established for your area.
Last Day of the Semester Tuesday 12/16	All Staff Members	Evening/overnight coverage in house/area
<b>Closing Day Wednesday 12/19</b>	All Staff Members	<b>Remain until NOON on Wednesday 12/17</b>  RESIDENCE AREAS CLOSED: Alderman; McCormick; Malone/Weedon

### SPRING SEMESTER – 2009

Winter Break/January Term	All Staff Members	Return after 5 pm on Friday 1/9/09 But before noon on Sunday 1/11/09
Spring Training Sessions	Senior Staff → → All Staff → → →	Sunday, 1/11/09 - afternoon Monday, 1/12/09

Spring Recess Saturday 2/28 – Sunday 3/8	Each Staff negotiates which RAs need to be present at the ‘edges’ (at least one staff member)	...until 5 pm on Friday 2/27 ...back by 5 pm on Sunday 3/8  ALL RESIDENCE AREAS REMAIN OPEN
Reading Days and Final Exams Wed. 4/ 29 – Fri. 5/8 Last Day of the Semester Friday 5/8	Each Staff  All Staff Members	Maintain coverage procedures established for your area.  Evening/overnight coverage in house/area
<b>Closing Day Saturday 5/9</b>	All Staff Members	Staffs remain until all residents (except approved late-stays) have vacated the house/area, a Staff member’s area of responsibility is inspected, and all final paperwork is completed.  ALL RESIDENCE AREAS CLOSE AT NOON: Plan to be finishing closing your area until at least 2 pm, Senior Staff later.
Sunday 5/10	Senior Staff	If not already done, all Senior Staff inspections should be completed (First Year – complete closing; Upperclass – partial closing).
<b><i>Staff in the McCormick and Alderman Road/Malone Areas complete their Resident Staff commitment. If graduating or meet other criteria for extended housing, they must submit request to remain as residents until Final Closing Day (see AC for directions).</i></b>		
“Beach Week” Sun. 5/10 – Fri. 5/15	Upperclass/Focused Staff Members Who Remain	You’re off! Each staff negotiates staff presence for Finals Weekend.
Finals Weekend Sat. 5/16- Mon. 5/18	Upperclass/Focused Staff	Staff presence negotiated among staffs.
Final Exercises Sunday, May 17	All Graduating Staff	Good Luck! Congratulations!
Final Closing Day Monday, May 18	Remaining Ald/McC Staff → Upperclass/Focused Staff →	ALL RESIDENCE AREAS CLOSE TO RESIDENTS AT NOON. Completely vacate by noon. Staff remain until all residents have vacated the area, a staff member’s area of responsibility is inspected, and all final paperwork is completed.
Staff Move-Out Tuesday, May 19	Upperclass/Focused Staff	Completely vacate by noon.

## **RESIDENT ADVISOR – FIRST YEAR AREA**

### **ELIGIBILITY**

- Applicant must be enrolled as a full-time UVa undergraduate student.
- Staff member must be enrolled as a full-time undergraduate student in residence at UVa for the full year of appointment.
- Staff member must disclose all additional employment and significant extracurricular responsibilities.
- Staff member must be in academic good standing with his/her school of enrollment and must meet the minimum 2.0 GPA requirement while under contract.
- Staff member must be able to attend Orientation Week Training (August 14-22, 2008).

The Resident Advisor is directly responsible to the Senior Resident in his/her building and is generally responsible for working with the Resident Staff as a whole to enhance the intellectual, social, and cultural experience of students at the University.

The Resident Advisor is responsible for articulating to his/her residents the philosophy and the policies of the Office of Residence Life, the Housing Division and the University and also for representing the needs of the students to the administration. The Resident Advisor's effectiveness is dependent upon the relationship he/she establishes with the residents. This adult-to-adult, non-paternal relationship centers around the Resident Advisor's sincere desire to develop a residence community that fosters personal and academic growth and eases the problems of adjustment to University life.

In fulfilling their responsibilities, the Resident Advisors look to the Senior Resident who, along with the Co-Chairs and Area Coordinators, provide supervision, advice, and overall coordination.

### **Responsibilities:**

#### **A. Administration**

1. Assist in the opening and closing of residence halls. Check in and check out residents at the beginning and the end of the year.
2. Establish and supervise security measures in the residence hall area, including locking doors, evacuating during fire alarms, avoiding door propping, etc.
3. Inform all residents of rules, regulations, and policies, such as the Drug and Alcohol Policy and Housing Terms and Conditions.
4. Ensure that all residents comply with stated policies. Actively encourage the maintenance of community standards through the means available.
5. Fulfill administrative requirements promptly and efficiently, such as weekly checking the mailbox in RLO and completing forms from the Dean or the Housing Division (Incident Reports, All Here forms, Damage Reports, etc.).
6. Build positive relationships with Housekeeping and Maintenance staff, and maintain regular communication about relevant community concerns.
7. Cooperate with other Resident Advisors and the Senior Resident in resolving area problems.
8. Ensure that the Senior Resident is informed about problems, crises, and day-to day concerns in the area.
9. Attend weekly staff meeting, facilitated by Senior Resident, to discuss building-wide concerns and programs
10. Maintain programming budget and document expenditures in accordance with RLO financial guidelines.

#### **B. Community Development**

1. Spend an adequate amount of time in the living area to deal with group and individual student concerns.
2. Orient first-year students to University life. Ease adjustment to the University.
3. Explain to the residents the functions and roles of the Resident Advisor and Senior Resident.
4. Serve as a positive role model for all residents by following and supporting the Standards of Conduct, Resident Staff procedures, and the Housing Terms and Conditions.

5. Encourage residents to practice self-discipline, self-government, and a respect for individual rights and community standards.
6. Develop an atmosphere where academics can be focused upon in the residence halls.
7. Develop an atmosphere where each resident feels comfortable asserting his or her own rights.
8. Recognize the talents and interests of students. Assist residents by sponsoring the required number of programs per semester, with one occurring within the first two weeks of the academic year. Actively support the House Council.
9. Maintain up-to-date postings, email listservs and forward pertinent information to residents in a timely manner
10. Provide weekend coverage throughout the semester to address violations of policy and assist with crisis management
11. Treat residents fairly and impartially.

**C. Program Development**

1. Display an enthusiastic attitude toward Resident Staff goals, ideals, and obligations.
2. Attend and participate in all Resident Staff Orientation programs.
3. Attend and participate in training sessions and Resident Staff activities.
4. Stress the importance of self-governance and support the representatives in the area after they have been elected.
5. Participate fully in assigned Staff-wide responsibilities, such as functioning as a member of one of the four program committees supervised by the Program Coordinators, as well as RLO collaborative efforts such as Bid Day.

**D. Counseling and Referral**

1. Act as a concerned, non-judgmental peer advisor, whose goal is to assist residents in resolving concerns or problems.
2. Respond positively in crisis situations.
3. Act as a referral for residents, utilizing community and University resources.
4. Refer all academic problems to the appropriate agent (Association Dean, Faculty Advisor, Senior Resident, etc.).

**E. Terms of Employment**

1. Remuneration: A furnished single room rent-free during the term of employment, Resident Staff Meal Plan (50 meals per semester), and all utilities.
2. Period of service is normally one entire academic year including attendance at all training sessions including those held prior to the Orientation for entering students (see Resident Staff Agreement).
3. Resident Staff members will be in residence prior to the arrival of residents for first semester and the return of their residents from recess and semester breaks. Staff members may be released early only after receiving approval from the Office of Residence Life (see Resident Staff Agreement). Staff members should plan to remain on-Grounds **THROUGH** closing day in May. For dates and times, see Resident Staff Calendar.

## **RESIDENT ADVISOR – UPPERCLASS AREA**

### **ELIGIBILITY**

- Applicant must be enrolled as a full-time UVa undergraduate student, or be admitted into a graduate program at UVa at the time of appointment.
- Staff member must be enrolled as a full-time undergraduate or graduate student in residence at UVa for the full year of appointment.
- Staff member must disclose all additional employment and significant extracurricular responsibilities.
- Staff member must be in academic good standing with his/her school of enrollment and must meet the minimum 2.0 GPA requirement while under contract.
- Staff member must be able to attend Orientation Week Training (August 14-22, 2008).

The Resident Advisor - UC is directly responsible to the Senior Resident in his/her area and is generally responsible for working with Resident Staff as a whole to enhance the intellectual, social, and cultural experience of students at the University.

The Resident Advisor is responsible for articulating to his/her residents the philosophy and the policies of the Office of the Dean of Students, the Housing Division and the University and also for representing the needs of the students to the administration. The Resident Advisor's effectiveness is dependent upon the relationship he/she establishes with the residents. This adult-to-adult, non-paternal relationship centers around the Resident Advisor's sincere desire to encourage the development of a residence community that fosters personal and academic growth and, in the case of first-year and transfer students, eases the problems of adjustment to University life.

In fulfilling their responsibilities, Resident Advisors look to the Senior Resident who provides supervision, advice, and overall coordination, along with the Assistant Dean and Area Coordinators who provide additional advice and support.

### **Responsibilities**

#### **A. Administration**

1. Assist in the opening and closing of residence halls. Check in and check out residents at the beginning and the end of the year.
2. Establish and supervise security measures in the residence hall area, including locking doors, evacuating during fire alarms, avoiding door propping, etc.
3. Inform all residents of rules, regulations, and policies, such as the Drug and Alcohol Policy and Housing Terms and Conditions.
4. Ensure that all residents comply with stated policies. Actively encourage the maintenance of community standards through the means available.
5. Fulfill administrative requirements promptly and efficiently, such as twice weekly checking the mailbox in RLO and completing forms from the Dean or the Housing Division (Incident Reports, All Here forms, Damage Reports, etc.).
6. Cooperate with other Resident Advisors and the Senior Resident in resolving area problems.
7. Ensure that the Senior Resident is informed about problems, crises, and day-to-day concerns in the area.

#### **B. Community Development**

1. Spend an adequate amount of time in the living area to deal with group and individual student concerns.
2. Orient transfer and first-year students to University life. Ease their adjustment to the University.
3. Be attentive to concerns related to choosing majors, finding jobs and applying to graduate and professional schools.
4. Explain to the residents the functions and roles of the Resident Advisor and Senior Resident, and Graduate Resident Coordinator (if applicable).
5. Serve as a positive role model for all residents by following and supporting the Standards of Conduct, Residence Staff procedures, and the Housing Contract.
6. Develop an atmosphere where academics can be focused upon in the residence halls.

7. Develop an atmosphere where each resident feels comfortable asserting his or her own rights.
8. Recognize the talents and interests of students. Assist residents by sponsoring the required number of programs per semester with one occurring within the first two weeks of the academic year. Actively support the Area Council or Residential College government.
9. Treat residents fairly and impartially.

**C. Program Development**

1. Display an enthusiastic attitude toward Resident Staff goals, ideals, and obligations.
2. Attend and participate in all Resident Staff Orientation programs.
3. Attend and participate in training sessions, and Resident Staff activities.
4. Stress the importance of student government and support the representatives in their area after they have been elected.
5. Participate fully in assigned Staff-wide responsibilities, such as functioning as a member of one of the four program committees supervised by the Program Coordinators.

**D. Counseling and Referral**

1. Act as a concerned, non-judgmental peer advisor, whose goal is to assist residents in resolving concerns or problems.
2. Respond positively in crisis situations.
3. Act as a referral for residents, utilizing community and University resources.
4. Refer all academic problems to the appropriate agent (Association Dean, Faculty Advisor, etc.).

**E. Terms of Employment**

1. Remuneration: A furnished single room rent-free during the term of employment, Resident Staff Meal Plan (50 meals per semester), and all utilities.
2. Period of service is normally one entire academic year including attendance at all training sessions including those held prior to the Orientation for entering students (see Resident Staff Agreement).
3. Resident Staff members will be in residence prior to the arrival of residents for first semester and the return of their residents from recess and semester breaks. Staff members may be released early only after receiving approval from the Office of the Dean of Students/Residence Life (see Resident Staff Agreement). Staff members should plan to remain on-Grounds **THROUGH** closing day in May. For dates and times, see Resident Staff Calendar.

## **RESIDENT ADVISOR – LANGUAGE HOUSE**

### **ELIGIBILITY**

- Applicant must demonstrate proficiency in the language spoken in the house.
- Applicant must be enrolled as a full-time UVa undergraduate student, or be admitted into a graduate program at UVa at the time of appointment.
- Staff member must be enrolled as a full-time undergraduate or graduate student in residence at UVa for the full year of appointment.
- Staff member must disclose all additional employment and significant extracurricular responsibilities.
- Staff member must be in academic good standing with his/her school of enrollment and must meet the minimum 2.0 GPA requirement while under contract.
- Staff member must be able to attend Orientation Week Training (August 14-22, 2008).

### **JOB SUMMARY**

The primary function of the Resident Advisor - LH is to facilitate the effective and efficient operation of his/her assigned residential area which includes: establishing community in his/her respective language house, ensuring proper maintenance of the area, developing educational and social programs that meet the needs of the community, and serving as a referral resource. The Resident Advisor reports to both Residence Life and Housing Division.

In fulfilling their responsibilities, Resident Advisor is supervised by the Senior Resident - LH who provides advice and support, along with the Assistant Dean, Area Coordinator and Housing professionals.

### **JOB RESPONSIBILITIES**

#### **A. Administration**

1. Assist in the opening and closing of the Language House. Check in and check out residents at the beginning and the end of the year.
2. Establish and supervise security measures in the Language House area, including locking doors, evacuating during fire alarms, avoiding door propping, etc.
3. Inform all residents of rules, regulations and policies, such as Drug and Alcohol Policy and Housing Terms and Conditions.
4. Ensure that all residents comply with stated policies. Actively encourage the maintenance of community standards through the means available.
5. Fulfill administrative requirements promptly and efficiently, such as weekly checking the mailbox in the Residence Life Office (RLO) and completing forms from the Dean or the Housing Division (Incident Reports, All Here forms, etc.).
6. Cooperate with other Resident Coordinators and the Area Coordinator in Focused Communities in resolving area problems.
7. Ensure that the Area Coordinator is informed about problems, crisis and day-to-day concerns in the area.

#### **B. Community Development**

1. Spend an adequate amount of time in the living area to deal with group and individual student concerns.
2. Orient transfer students to University life. Ease their adjustment to the University.
3. Be attentive to concerns related to choosing majors, finding jobs and applying to graduate and professional schools.
4. Explain to the residents the functions and roles of the Resident Advisor- LH.
5. Serve as a positive role model for all residents by following and supporting the Standards of Conduct, Residence Staff procedures and the Housing Contract.
6. Develop an atmosphere where academics can be focused upon in the house.
7. Develop an atmosphere where each resident feels comfortable asserting his or her own rights.
8. Recognize the talents and interests of students. Assist residents by sponsoring the required number of programs per semester with one occurring within the first two weeks of the academic year. Actively support the Language House Council.
9. Treat residents fairly and impartially.

#### **C. Program Development**

1. Display an enthusiastic attitude toward Resident Staff goals, ideals and obligations.
2. Attend and participate in all Resident Staff Orientation programs.
3. Attend and participate in training sessions, and Resident Staff activities.
4. Stress the importance of student government and support the representatives in their area after they have been elected.
5. Participate fully in assigned Staff-wide responsibilities, such as functioning as a member of one of the three program committees supervised by the Program Coordinators or the Language House Council.

**D. Housing Responsibilities**

1. Coordinate the house opening and closing as directed by the Area Coordinator.
2. Coordinate All Here Report processes for arriving and departing residents.
3. Maintain an accurate listing of the residents assigned to the house.
4. Disseminate information to resident students pertaining to emergency operating procedures such as fire evacuation, access to Housing emergency personnel and repairs.
5. Establish and maintain good working rapport with housekeeping and maintenance staff.
6. Inspect and assess room and facility damages after a resident has vacated a room and/or the house.
7. Discuss room or apartment change requests with resident(s) requesting the change, the Resident Staff, the Area Coordinator, and/or the Associate Director of Housing for Accommodations.
8. Provide maintenance request forms to the residents.
9. Attend meetings with the Associate Director of Housing for Accommodations and the Associate Director of Housing for Operations as needed.

**E. Counseling and Referral**

1. Act as a concerned, non-judgmental peer advisor, whose goal is to assist residents in resolving concerns or problems.
2. Respond positively in crisis situations.
3. Act as a referral for residents, utilizing community and University resources.
4. Refer all academic problems to the appropriate agent (Association Dean, Faculty Advisor, etc.).

**F. Additional Responsibilities for Language House Advisors**

1. Work directly with the Teaching Assistant in developing an academic program and sense of community in the Language House.
2. Work with the house government and Resident Staff to provide educational and social programs for the residents.
3. Serve as a liaison between Teaching Assistant and/or the department liaisons and the Division of Student Affairs and the Housing Division.

**TERMS OF EMPLOYMENT**

1. Remuneration: A furnished single room rent-free during the term of employment, plus utilities, and the Resident Staff Meal Plan.
2. Period of service is normally one entire academic year including attendance at all training sessions including those held prior to the Orientation for entering students (see Resident Staff Agreement).
3. Resident Staff members will be in residence prior to the arrival of residents for first semester and the return of their residents from recess and semester breaks. Staff members may be released early only after receiving approval from Residence Life (see Resident Staff Agreement). Staff members should plan to remain on-Grounds **THROUGH** closing day in May. For dates and times, see Resident Staff Calendar.

## **SENIOR RESIDENT – FIRST-YEAR AREA**

### **Eligibility**

- Applicants must be an enrolled UVa undergraduate student and a member of Resident Staff (past or present) who has been rehired.
- Staff member must be enrolled as a full-time undergraduate student in residence at UVa for the full year of employment.
- Staff member must be in academic good standing with his/her school of enrollment and must meet the minimum cumulative 2.0 GPA requirements while under contract.
- Staff member must be able to attend Senior Staff Training, Staff Orientation and Training Week (O-week) and Orientation (August 7-25, 2008).

### **GENERAL DESCRIPTION**

The Senior Resident: First-Year (SR) is responsible for providing community leadership for an association (one to three residence halls) including direct supervision of the Resident Advisors (RAs) within that association. This position reports to Residence Life and the Housing Division. A Senior Resident: First-Year is directly supervised by the Area Co-Chair and Area Coordinator.

All job responsibilities will be met in accordance with training and in support of the core values and mission of the Residence Life Office and Housing Division.

### **JOB RESPONSIBILITIES**

1. Supervision and Advising
  - a. Directly supervise the RAs in the designated association.
    - i. Facilitate weekly staff meetings.
    - ii. Meet individually with RAs to provide ongoing support and evaluation.
    - iii. Formally evaluate supervisees through Evaluation process.
  - b. Coordinate team building activities and provide for leadership development.
  - c. Coach staff members on implementing programs and community develop initiatives.
  - d. Advise House Council.
  - e. Establish and manage budget and approve staff expenditures.
2. Community Leadership
  - a. Provide vision and guidance in the creation and maintenance of a healthy living-learning environment in the association.
  - b. Establish a presence within the association. Hold office hours for each building.
  - c. Academic Support
    - i. Serve as a liaison between the residents and the academic deans.
    - ii. Act as a liaison for Association Deans by distributing information on courses, drop/add procedures, petitions, and special conditions.
    - iii. Establish and maintain contact with Association Deans – invite to at least one staff meeting and one program per semester
    - iv. Serve as referral agent for academic concerns
    - v. Promote & utilize area-wide academic programs coordinated by FY Graduate Intern
  - d. Community Development
    - i. Create a vision for community development to meet resident needs.
    - ii. Coordinate one association-wide program per semester
    - iii. Leverage University-wide programming resources targeted at residential population (e.g., use of *New Grounds*, Orientation schedule, etc.).
  - e. Respond to and manage incidents, crises and policy violations.
    - i. Conduct follow-up conversations for low-level issues.
    - ii. Communicate regularly with supervisors.
  - f. Coordinate safety and security policies and procedures.

- g. Coordinate opening and closing procedures.
- 3. Role Modeling
  - a. Promote the academic mission of the University through personal academic engagement and by meeting the requirements of the Resident Staff program.
  - b. Be organized; manage administrative responsibilities effectively.
  - c. Abide by and support University policies and procedures.
  - d. Collaborate with the faculty, staff and students that work with the Residence Life Office and the Housing Division.
- 4. Resident Staff Program responsibilities.
  - a. Represent the residence area at all Executive Committee, Area meetings and individual supervisory meetings; communicate relevant information to RA staff.
  - b. Facilitate training sessions for RAs.
  - c. Support the Selection and Promotion processes through committee membership and leadership.

**Remuneration**

- o Furnished apartment rent-free during term of employment, Resident Staff Meal Plan (50 meals per semester) and a stipend of \$1210 (\$605 per semester).
- o The Senior Resident in Weedon/Malone receives a furnished double room rent-free during term of employment, Hereford Meal Plan (80 meals per semester) and a stipend of \$2800.

## **Senior Resident – First-Year Area** **House Council Advisor Responsibilities**

The House Council system exists to facilitate resident-initiated community development activities in each house, and provide leadership skills & opportunities for first-year residents. Each council is advised by a Senior Resident. The leadership for each council consists of a President, Vice-President, and Coordinators for Community Service and Intramurals.

- Promote and implement the elections process for each house in your association
  - **Distribute House Council information through RAs during first meetings (materials provided by Leadership Development GA).**
  - Facilitate information session for your Association during Fall Orientation.
  - **Work with Leadership Development GA to implement elections (training to be provided during Staff Orientation).**
  - Assist *Leadership Development GA* with HC Officer Training.
  
- Serve as direct advisor to House Councils within your association
  - Work with the HC Exec to set weekly meeting time/location. Attend all meetings.
  - Assist HC with development of semester goals and ensure that progress is made.
  - Ensure that all members understand the responsibilities of his or her position and expectations for attendance/participation.
  - **Hold regular one-on-one meetings with council president.**
  - Support the representatives in their ideas and give advice when necessary.
  - Attend House Council events.
  
- Manage administrative tasks
  - Provide continuity and consistency to councils through record-keeping, budget management, and management of HC mailing lists.
  - Maintain thorough and accurate records of House Council activities. Produce mid-year and end-of-year reports.
  - Set up a purchasing protocol and ensure DOEs are filled out correctly; DOEs must be turned in 48 hours after purchase is made.
  - Act as the liaison between the council and Area Coordinator; provide regular updates/share meeting minutes.
  - Report the House Council updates during each staff meeting.
  
- Program Development
  - Approve all program and t-shirt designs. Consult with Area Coordinator as needed.
  - Advise and assist the council in accomplishing 4 programs each semester; complete evaluations forms within 48 hours of event.
  - Attend the monthly Advisor in-service meetings with the Leadership Development GA (*most likely during area meeting*).
  - *Utilize LD-GA for council training and development needs/ideas/presentations.*

## Senior Resident – First-Year Area Academic Support

The role of the Senior Resident is to provide academic support through programming initiatives and appropriate referrals. Senior Residents are not academic advisors, and are not expected to fulfill this function of the departing Graduate Advisor Program. Senior Residents will receive broad training on available resources and contacts at schools within the University.

### Fall Orientation

- Lead meetings with Association Deans during O-Week (Friday before halls open)
- Distribute (or devise a system for the distribution of) advising sheets during first resident meetings

### During the Year

- **Serve as a liaison between the residents and the academic deans.**
  - Consult with Area Coordinator regarding pressing academic or personal issues (medical, family, adjustment, etc.) which may impact academics and require notification to Association/Academic Deans
- **Act as a liaison for Association Deans by distributing information on courses, drop/add procedures, petitions, and special conditions.**
  - Dean Gist will forward course registration information & other special academic information from Dean Most
  - Drop/Add information for CLAS and other colleges distributed through *New Grounds* calendar
- **Establish and maintain contact with Association Deans – invite to at least one staff meeting and one program per semester**
  - Plan a program with your Association Dean around course selections
  - Invite your Association Dean to a staff-meeting (if the timing is conducive) or schedule a time to meet individually with your AD at least once per semester
  - Invite your Association Dean to association-wide community development programs
  - Promote and encourage attendance at *Donuts with the Deans*
- **Serve as referral agent for academic concerns**
  - Utilize effective referral techniques to address resident academic concerns
  - Maintain up-to-date list of contacts for Association Dean and Academic Deans in other colleges of the University (Commerce, Nursing, Engineering, Education)
  - Utilize academic resources from staff training and Resident Staff Manual
- **Promote & utilize area-wide academic programs coordinated by FY Graduate Intern**

## SENIOR RESIDENT – UPPERCLASS

### ELIGIBILITY

- Applicants must be either:
  - Enrolled as a full-time UVa undergraduate student and a member of Resident Staff (past or present) who has been rehired; or,
  - Enrolled as a full-time UVa graduate student at the time of appointment and a member of Resident Staff (past or present) who has been rehired
- The *Senior Resident on the Lamm* must be in his/her final year of undergraduate studies.
- The *Senior Resident: Language Houses* must be proficient in a language other than English and have a language immersion experience.
- Staff member must disclose all additional employment and significant extracurricular responsibilities in their application materials.
- Staff member must be in academic good standing with his/her school of enrollment and must meet the minimum 2.0 GPA requirement while under contract.
- Staff member must be able to attend Senior Staff Training, Staff Orientation and Training Week (O-Week) and Opening Weekend (August 7-25, 2008).

### JOB SUMMARY

The Senior Resident - UC is responsible for one of the ten Upperclass residential areas. The primary function of the Senior Resident is to facilitate an effective and efficient operation of his/her assigned residential area which includes: providing supervision of the staff members in the area, ensuring proper maintenance of the area, developing educational and social programs which meet the needs of the community, and serving as a referral resource. This position reports to Residence Life and the Housing Division. A Senior Resident is directly supervised by the Area Coordinator and works with the Assistant Dean of Students and the Associate Director of Housing for Accommodations.

### JOB RESPONSIBILITIES

1. Supervision and Advising
  - a. Directly supervise the RAs in area.
    - i. Facilitate weekly staff meetings.
    - ii. Meet individually with RAs to provide ongoing support and evaluation.
    - iii. Formally evaluate supervisees through Evaluation process.
  - b. Coordinate team building activities and provide for leadership development.
  - c. Coach staff members on implementing programs and community develop initiatives.
  - d. Advise the Area Council (except in Residential Colleges, see Additional Responsibilities).
  - e. Establish and manage budget and approve staff expenditures.
2. Community Leadership
  - a. Provide vision and guidance in the creation and maintenance of a healthy living-learning environment.
  - b. Establish a presence within area. Hold office hours.
  - c. Academic Support
    - i. Serve as a liaison between the residents and the academic deans.
    - ii. Act as a liaison for Association Deans by distributing information on courses, drop/add procedures, petitions, and special conditions.
    - iii. Establish and maintain contact with Association Deans – invite to at least one staff meeting and one program per semester
    - iv. Serve as referral agent for academic concerns
    - v. Promote & utilize area-wide academic programs coordinated by RLO
  - d. Community Development
    - i. Create a vision for community development to meet resident needs.
    - ii. Coordinate at least one community program per semester
    - iii. Leverage University-wide programming resources targeted at residential population (e.g., use of *New Grounds*, Orientation schedule, etc.).
  - e. Respond to and manage incidents, crises and policy violations.

- i. Conduct follow-up conversations for low-level issues.
      - ii. Communicate regularly with supervisors.
    - f. Coordinate safety and security policies and procedures.
    - g. Coordinate opening and closing procedures.
  - 3. Role Modeling
    - a. Promote the academic mission of the University through personal academic engagement and by meeting the requirements of the Resident Staff program.
    - b. Be organized; manage administrative responsibilities effectively.
    - c. Abide by and support University policies and procedures.
    - d. Collaborate with the faculty, staff and students that work with the Residence Life Office and the Housing Division.
  - 4. Resident Staff Program responsibilities.
    - a. Represent the residence area at all Executive Committee, Area meetings and individual supervisory meetings; communicate relevant information to RA staff.
    - b. Facilitate training sessions for RAs.
    - c. Support the Selection and Promotion processes through committee membership and leadership.
- A. Additional Responsibilities for Senior Residents of the Residential College Systems (Hereford/Brown/International Residential Colleges)**
- 1. Work directly with the Principal, the Directors or Coordinators of Studies and the student government in developing an academic program and sense of community in the residential college systems.
  - 2. Work with the student government and Resident Staff to provide educational and social programs for the residents.
  - 3. Serve as a liaison to the Principal, Director or Coordinators of Studies, and the Residence Life Office.
- B. Additional Responsibilities for Senior Resident on the Lawn**
- 1. Responsible for maintaining and building a sense of community among Lawn and Pavilion residents in the tradition of the academical village as the University's first residential college.
  - 2. Assist the Housing Division with the Lawn Selection Process by coordinating and chairing the Lawn Selection Committee (the Chair does not vote on this committee).
  - 3. Actively oversee the residents' maintenance of the Lawn as a national, international and historic monument.
  - 4. Compose and distribute regular communication to Lawn and Pavilion residents.
  - 5. Account for the Lawn's Residential Activity Funds (RAF).
  - 6. Ensure that security is well implemented on the Lawn.
- C. Additional Responsibilities for Senior Resident: Language Houses**
- 1. Serve as a liaison between teaching assistant and/or the department liaisons and the Office of the Vice President for Student Affairs and the Housing Division.
  - 2. Assist the Area Coordinator, Assistant Dean and Director of Accommodations in developing consistency between the Language Houses.
  - 3. Assist the Resident Advisor of the Shea House in providing direct support to residents, Shea House staff and Shea House government.

**TERMS OF EMPLOYMENT**

- 1. A Senior Resident- UC is expected to work a minimum of 20 hours a week.
- 2. The term of employment will be from **second week in August through the third week in May.**
- 3. **Remuneration for Senior Resident – Suites & Apartments & IRC.** A Senior Resident will receive a furnished apartment or suite rent-free during the term of employment, local phone, basic cable (Faulkner and Lambeth only), data hookup, the Resident Staff Meal Plan and a stipend of \$1,210.
- 4. **Remuneration for Senior Resident -- Hereford College.** The Senior Resident of Hereford College living in Whyburn will receive a furnished apartment rent-free during the term of employment, local phone, data hook up, a stipend of \$2,100, and a Residential College meal plan.
- 5. **Remuneration for Senior Resident -- The Lawn.** The Head Resident will receive a furnished room on the Lawn (26 East) during the term of employment, local phone, data hook up, and a stipend of \$1,210.

6. **Remuneration for Senior Resident -- Brown College.** The Head Resident will receive a furnished suite rent-free during the term of employment, local phone, data hookup, a Residential College Meal Plan and a stipend of \$1,210.
7. **Remuneration for Senior Resident – Language Houses:** A furnished single room rent-free in Shea House during the term of employment, plus utilities, the Resident Staff Meal Plan, and \$1,210 stipend.

## CO-CHAIR OF THE RESIDENT STAFF PROGRAM

### ELIGIBILITY

- Must be a full-time undergraduate in good standing throughout term of employment.
- Must be rehired and then promoted from another position on Resident Staff.
- Must be able to work the months of June, July and August in addition to the academic year.

### JOB SUMMARY

The Co-Chairs (2) provide leadership in the coordination of the entire Resident Staff Program. In this capacity, they work closely with the Deans, Area Coordinators, the Executive Committee, and other University contacts and offices. Each Co-Chair also has an area of concentration by supervising a distinct student residence area - Alderman Road or McCormick Road. The Co-Chairs work very closely with the Area Coordinator and Senior Residents in their area, and report to the Assistant Dean of Students.

### JOB RESPONSIBILITIES

#### A. Program Leadership and Development

1. Provide leadership in the development, articulation, and affirmation of the overall goals of the Resident Staff Program. Work with a team of deans, ACs and Resident Staff members to develop and execute strategies and provide encouragement and enthusiasm for reaching the goals of the Resident Staff Program.
2. Work with the Deans and Area Coordinators to maintain consistency and teamwork in the leadership and direction of the Program.
3. Lead the Deans/ACs/Co-Chair team to develop and execute the Orientation Week for the Resident Staff. Assist and support Deans and Area Coordinators in planning the Senior Staff Retreat, and Area Coordinator training.
4. Attend weekly RLO team meetings. Maintain a presence in the Co-Chair office space in the Residence Life Office.
5. Serve as a liaison between administrators and students.
6. Construct the agenda, organize and chair monthly Executive Committee meetings, and coordinate other activities of the Executive Committee body.
7. Co-Chair the Appraisal Board.
8. Advise and support other members of Resident Staff and individual residents.
9. Advise the Residence Life Office and Housing Division on matters pertinent to the staff and resident experience.
10. Attend Leadership 2008, a one-week summer leadership program for student leaders, sponsored by the Office of the Dean of Students and the Vice President and Chief Student Affairs Officer.
11. Ensure that Resident Staff is represented on University Committees by serving on these committees, or delegating the responsibility to member of the Executive Committee.
12. Represent Resident Staff to the University, the press, and the public.

#### B. Supervision of an Area – in collaboration with an Area Coordinator

1. Supervise, advise, and support the Senior Residents in his/her area, and through them, Resident Assistants.
2. Chair weekly Area Meetings.
3. Communicate regularly with Senior Residents and other Staff in his/her area, and facilitate information flow from and to appropriate individuals with regard to student, Staff and programming issues.
4. Consider and refer where necessary problems too severe or beyond the scope of Resident Staff.
5. Ensure that University policies and procedures are uniformly addressed.

### TERMS OF EMPLOYMENT

1. Remuneration: A furnished apartment rent-free during term of employment, Resident Staff Meal Plan (50 meals per semester) plus utilities. A stipend of \$1200 per semester plus a stipend of \$2000 for summer work (total \$4400 stipend) OR \$2200 per semester if not employed during summer months.
2. The term of employment spans approximately 15 months. There are some duties in the spring semester of promotion (as a Co-Chair-Elect), for the start-up of the incoming staff. Summer work occurs in June, July and August, with one week of vacation. Academic year term begins with August training weeks and continues through May the following year.

## **AREA COORDINATOR**

### **Advising/Development of Resident Staff and Residential Communities**

- (Co-)Supervise and evaluate Senior Staff members in an area that supports Resident Advisors and residents.
- (Collaborate with Co-Chair to) Plan and facilitate individual and staff meetings with Senior Staff.
- Collaborate with other members of the Residence Life Office and Housing Division staffs to plan and offer training sessions, workshops, and in-service programs for Resident Staff.
- Educate Staff about University, Residence Life, and Housing Division policies and procedures.
- Advise Resident Staff on direct follow-up with resident concerns and emergencies.
- Support the Resident Staff selection and promotion processes, chairing the appropriate committee (i.e., Senior Resident, etc.).
- Oversee area budget and approve staff expenditures; maintain area development budget.

### **Resident Support and Follow-Up**

- Manage and provide direct follow-up to resident concerns/emergencies, coordinating with the necessary University departments or agencies.
- Aid residents in obtaining assistance through appropriate referrals.
- Provide counseling and crisis intervention when needed, as well as parental contact when appropriate.
- Assist with roommate conflicts.
- Maintain all office records essential to working with residents, the Office of Residence Life and the Housing Division.

### **Programming**

- Advise Resident Staff on program planning and implementation.
- Assist in the assessment for and the development of programs and activities consistent with the goals and objectives of the Housing Division and the Residence Life Office.
- Support leadership within the Area/House Councils.

### **Resident Conduct**

- Promote consistent enforcement of University and residential policies and procedures.
- Meet with students to discuss behavioral concerns.
- Advise Senior Staff on follow-up to low-level conduct issues.
- Utilize and support Staff and students in the use of the University's judicial system.
- Maintain judicial records, coordinate case preparation and act as Complainant in cases filed by the Resident Staff Program.
- Assist with the Administrative Hearing Process as directed by the Director for Accommodations.

### **Operations**

- Become knowledgeable of the facilities in designated area.
- Coordinate the reporting of damage and major maintenance needs to the Assistant Director of Facilities.
- Maintain awareness of area security issues, appropriate safety precautions, and specific emergency procedures.
- Work with Resident Staff to coordinate follow-up on fire safety violations.
- Work closely with the Assistant Director of Facilities to develop and maintain positive working relationships with Housekeeping and Maintenance supervisors.

### **Accommodations**

- Plan and implement opening and closing procedures for the area at the beginning and end of each semester, during holiday recesses, and staff arrival and departure.
- Facilitate room changes, and follow-up with Resident Staff to ensure the moves are complete.
- Assist with New Student Summer Orientation activities that relate to the Housing Division.

## INTERIM ASSISTANT DEAN FOR FIRST YEAR AREAS

Joy Pugh

### Organizational Leadership

- Member of three-person leadership team for Residence Life Office
- Provide leadership for the mission and goals of the Residence Life Program. Set and carry out vision.
- Develop and implement policies and protocols for professional and student staff.
- Coordinate and conduct professional Area Coordinator recruitment, selection, and training.
- Manage the selection process for Senior Residents and graduate staff in the First-Year area.
- Coordinate placement and orientation activities for Resident Staff.
- Coordinate Spring and Fall training programs for Resident Staff
- Assist in the development of goals, content, and delivery of Senior Staff Training.
- Represent the Office at University events and programs. Represent Director in her absence.

### Staff Supervision and Development

- Directly supervise First-Year Team, consisting of:
  - Two undergraduate Co-Chairs of Resident Staff
  - Two full-time, master's-level, Area Coordinators
  - One Administrative Specialist
- Set Team and Individual Goals, and conduct individual performance evaluations
- Explore and Recommend professional development opportunities for staff

### Area Administration

- Provide departmental direction, administration, and leadership for the University's first-year residential areas that accommodate approximately 3200 students
- Provide leadership and oversight of First-Year Area Staff, consisting of 13 Senior Residents and 157 RAs
- Manage operational budget, including funds for programming, staff development, and training
- Develop effective working relationships with University offices/groups including, but not limited to Housing, College of Arts and Sciences, University Judiciary Committee, Orientation and New Student Programs, University Police, Counseling and Psychological Services, and Career Services
- Manage special requests for exemption from the first-year car policy

### Program Development

- Develop and implement a strategic plan for an academically and socially supportive living experience that orients first-year students to the University
- Plan for current and future leadership programs; determine and propose future directions for leadership opportunities, growth and development for students and staff
  - Responsible for the overall management of leadership and involvement programs; oversee first-year leadership opportunities available through the House Council System and First Year Council

### Academic Support

- Responsible for overall development and coordination of academic support programs
- Build partnerships with College of Arts and Sciences, and other colleges of the University, to support academic needs of first-year students. Serve as contact for faculty and academic Deans
- Coordinate efforts and provide leadership to maintain current academic programs and develop new initiatives

### Crisis Management & Student Support

- Respond appropriately to student emergencies; coordinate emergency protocols and provide crisis management
- Meet with students who have accelerated roommate issues, policy violations, psychological issues, or other critical issues/behavioral concerns, to counsel or mediate resolutions. Set expectations for future behavior.
- Make referrals to University offices/organizations to implement appropriate administrative processes.
- Respond proactively to student and parent concerns. Discuss concerns with parents as necessary/appropriate.

### Institutional Responsibilities

- Participate in the Dean-on-Call crisis response rotation
- Participate in VPSA and University-wide committees

## ASSISTANT DEAN FOR UPPERCLASS COMMUNITIES

Jason Shaffer

### Organizational Leadership

- Assist the Director with leadership for the mission and goals of the Residence Life Program. In consultation with Director, set and carry out vision for the Program. Represent Director in her absence.
- Develop and implement policies and protocols for professional and student staff.
- Coordinate and conduct professional Area Coordinator recruitment, selection, and training.
- Coordinate the administrative portion of the selection process, promotion process and evaluation process.
- Manage the Senior Staff Training program for Resident Staff.
- Coordinate the In-service training program and advise the In-service committee.
- Assist in the development of goals, content, and delivery of Spring and Fall Leadership Training programs for Resident Staff.
- Oversee the UC programming model and organizational structures.
- Respond proactively to student and parent concerns.
- Coordinate the development and implementation of a web-based, multi-level human resources system for the Resident Staff Program.

### Staff Supervision and Development

- Serve as direct supervisor for
  - Two full-time, master's-level, Area Coordinators
  - One Graduate Assistant for Systems and Technology
  - One undergraduate Program Coordinator for Selection
  - One Administrative Specialist
- Set Team and Individual Goals, and conduct individual performance evaluations
- Explore and recommend professional development opportunities for staff

### Student Development & Support

- Coordinate emergency protocols and provide crisis management.
- Meet with students who have accelerated roommate issues, policy violations, psychological issues, or general concerns, to counsel, guide or mediate resolutions.
- Discuss concerns with parents.
- Resolve behavioral issues through setting expectations and/or referral to University offices and processes.

### Area Administration and Management

- Manage the University's upperclass and focused residential areas that accommodate approximately 3600 students.
- Provide leadership and oversight of Upperclass and Focused Areas Staff, consisting of 10 Senior Residents and 57 RAs.
- Provide leadership and direction within the Residential Colleges and Language Houses around areas of program development and collaboration.
- Coordinate mid-year placement of Resident Staff and manage the alternate lists.
- Manage operational budget, including funds for programming, staff development, and training.

### Program Management and Development

- Assist in the implementation of a strategic plan and goals for an academically and socially supportive living experience that orients transfer students to the University.
- Provide direction for the development and implementation of an academically and socially supportive living experience for residentially-based second-year students.
- Develop effective working relationships with offices/groups including, but not limited to, Housing, Association Deans, Office of the Dean of Students, UJC, Honor, Orientation and New Student Programs, University Police, and Counseling and Psychological Services.

### Institutional Responsibilities

- Participate in the Dean-on-Call crisis response rotation.
- Participate in VPSA and University-wide committees.
- Serve as contact for faculty and academic Deans.
- Represent the Office at University events and programs.
- Train and assist undergraduate and graduate student leaders as called upon.

## INTERIM ASSOCIATE DEAN/DIRECTOR OF RESIDENCE LIFE

Vicki Gist

### Organizational Leadership and Direction

- Provide leadership and direction for the Residence Life Program, including direct supervision of two assistant deans and support of their program areas and goals.
- Participate in the ODOS strategic planning process and integrate RL plan into the ODOS educational objectives.
- Ensure on-going assessment and evaluation of RL programs.
- Coordinate and develop collaborative efforts with the Housing Division

### Supervision of Resident Staff Program

- Ensure the supervision, support and development of the Resident Staff Program.
- Develop and enhance leadership and supervisory skills of the Resident Staff co-chairs through a summer orientation.
- Develop and enhance the leadership and supervisory skills of the program coordinators through an orientation program and ongoing support.
- Develop and enhance the leadership and supervisory skills of Senior Staff and Resident Staff through Senior Staff Retreat and fall Orientation Program

### Leadership for Residence Life Office Staff

- Provide leadership for the office staff, including three administrative assistants, the office manager and work-study students.
- Exercise financial and budget accountability for the Residence Life Program.
- Support professional development opportunities for professional and administrative staff.
- Supervise Summer Coordinator.

### Academic Support

- Responsible for overall development and coordination of academic support programs
- Build partnerships with College of Arts and Sciences, and other colleges of the University, to support academic needs of first-year students. Serve as contact for faculty and academic Deans
- Coordinate efforts and provide leadership to maintain current academic programs and develop new initiatives

### Generalist Dean of Students Responsibilities

- Serve as a member of the ODOS Leadership Team
- Serve on ODOS committees.
- Represent ODOS/RL to University departments.
- Serve on University-wide committees.
- Participate in Dean on call rotation.
- Advise and solve problems involving students and when appropriate, parents and faculty.