Student Staff Position Description
Residence Life at the University of Puget Sound - Updated 11/15/2012

Student staff members of the Office of Residence Life are representatives of the Division of Student Affairs, and as such, cultivate opportunities for self-discovery and growth to complement and extend classroom learning. Residence Life staff are committed to engaging in and demonstrating self-exploration, academic commitment, the ability to meet deadlines by working independently and interdependently, display initiative, and have a basic working knowledge of university policies and procedures. Furthermore, student staff members should be able to provide personal and academic counseling and referral, encourage student responsibility and accountability, and maintain an overall positive rapport with others. The following job description applies to all student staff member positions in the Office of Residence Life; Resident Assistant (RA), Resident Community Coordinator (RCC), Resident Programming Assistant (RPA), Greek House Coordinator (GHC).

A. Qualifications/Expectations
As a university representative, Residence Life student staff members are expected to comply with all published university and residence hall policies, as well as federal, state, and local laws. In order to be eligible for a student staff position in Residence Life, candidates must:

1. Have a cumulative GPA of no less than 2.50 (2.75 for graduate students).
2. Be a full-time graduate or undergraduate student at the University of Puget Sound.
3. Be available to participate in spring, fall and winter trainings and be able to perform as a student staff member for the entire academic year. Furthermore, candidates must be able to work for extended times at the end and beginning of each academic semester as well as during holiday and vacation periods as determined by assigned supervisor.
4. Be of at least sophomore standing at the time of appointment.
5. Must be willing to limit other part time work, volunteer activities and participation in other organizations to a maximum of 10 hours per week. This will be determined with assigned supervisor.
6. Student Staff may not hold office in the Residence Hall Association or the Resident Student Association during their term of employment.
7. Attend and participate in a 2 hour weekly staff meeting between 7 and 9pm on Wednesday evenings, and attend other required training sessions and meetings as determined by assigned supervisor.
8. Confer with, and report to assigned supervisor on all aspects of Residence Life work through weekly staff meetings, informal contacts, individual meetings with assigned supervisor, and the completion of various reports.
9. It is expected that Residence Life staff be available in their assigned community a minimum of three evenings each week unless special arrangements are made with the assigned supervisor.
10. Inform and educate residents in assigned area about their rights and responsibilities as residential students and members of the Puget Sound community in accordance with the university residential policies and the Student Integrity Code; and at times confront students in violation of said standards.
11. Assist in the selection of new Residence Life student staff members.
12. Assume night and weekend on-call duties, remaining in the assigned area and available to residents between 8pm and 8am, according to a schedule set up by the assigned supervisor and staff team. (GHC’s exempt).

B. Supporting the Academic Mission

In support of the University’s mission statement, Residence Life student staff will assist students in active inquiry and reasoned independence. Student Staff members are expected to do the following:

1. Be knowledgeable about general and departmental advising programs and support the interaction of students and their advisors.

2. Know and be able to direct students to academic resources and support services on campus (e.g. tutors, labs, library resources, academic advising, peer advisors).

3. Help to develop and sustain an atmosphere of a community conducive to successful academic achievement and personal development.

4. Plan and promote educational opportunities and programs in his/her assigned area.

5. Promote the intellectual lives of community residents through formal and informal discussions about campus, national, and international issues (including culture, values, beliefs, social, political, and ethical issues).

6. Share intellectual and academic interests with residents and encourage residents to explore their academic interests, experiences, goals, and future plans.

C. Interpersonal Relationships

During day-to-day contact with residents, a Residence Life student staff member should:

1. Develop and maintain an ongoing relationship with all floor/hall residents.

2. Facilitate student-to-student and student-to-staff interaction, conflict resolution, facilitation, and social interactions.

3. Be aware of interpersonal dynamics in assigned area.

4. Help students turn interpersonal conflict into opportunities for learning and encourage students to participate in creative problem solving.

5. Help students work through personal problems or issues and serve as a referral agent for appropriate university and community support services.

D. Staff Classifications

In addition to the above responsibilities and expectations, Residence Life has multiple position types to support our unique and diverse living environments:

1. Resident Assistant (RA)

   Resident Assistants compose the majority of student staff in the Residence Life department. RAs live and work in more traditional predominantly first-year living communities such as Todd/Phibbs; Regester, Seward & Langlow; Schiff & Harrington; Smith & University, and Anderson/Langdon. RAs are the primary means of support for residents in these communities, responsible for checking in regularly on the health and wellness of members of the community, and promoting community standards. RAs are expected to work approximately 20 hours per week.
2. **Resident Programming Advisor (RPA)**
   The Resident Programming Advisor is a position designed to support the Residence Hall Association (RHA) in one of six communities – Todd/Phibbs; Regester, Seward & Langlow; Schiff & Harrington; Smith & University, and Anderson/Langdon. This position has all of the responsibilities of a Resident Advisor, with the added opportunity to work more directly with traditional programming in the community by co-advising an RHA. RPAs are expected to work approximately 20 hours per week.

3. **Resident Community Coordinator (RCC)**
   Resident Community Coordinators live and work in Trimble Hall and the neighborhoods (on-campus houses). RCCs are responsible for supporting students in their growth and development as continuing students living on campus, as well as maintaining healthy and safe living environments. A Trimble RCC is on-call (checking the building for health and safety concerns) each night of the week. Trimble RCCs are expected to work approximately 20 hours per week. House RCCs are expected to work approximately 10-15 hours per week, and are on-call only Friday, Saturday, and Sunday nights.

4. **Greek House Coordinator (GHC)**
5. Greek House Coordinators (GHC) live and work in the fraternity and sorority houses on Union Avenue. Each Greek chapter has one GHC, who is an active member of that organization. GHCs live in their respective chapter house and are responsible for supporting fellow live-in members in their growth and development as continuing students on campus, as well as maintaining a healthy and safe living environment. The GHC position does not serve on an on-call rotation and typically works approximately 10-15 hours per week fulfilling the various administrative and interpersonal aspects of the position.

E: **Remuneration**

Compensation for student staff positions includes both room and board (the medium plan). The following positions are deviated from this due to the nature of their unique responsibilities:

1. Resident Programming Assistant (RPA): Co-advises with Resident Director their community Resident Hall Association; extra stipend of seventy five dollars per month.

2. House Resident Community Coordinator (RCC): Weekend on-call responsibilities only (Friday-Sunday) and other dates determined by the Assistant Director of Residence Life; compensation consists of housing.

3. Greek House Coordinator (GHC): Must be a member of the sorority or fraternity for which there is the interest in becoming the GHC; compensation consists of housing.

F: **Terms of Release**

Failure to perform responsibilities, failure to support the mission of the Division of Student Affairs and the Office of Residence Life, or other job responsibilities as designated by a professional staff member of Residence Life will constitute grounds for probation or release.