LEADERSHIP POSITION POSSIBILITIES IN RESIDENCE LIFE

Residence Life has a variety of leadership positions that contribute to creating and sustaining vibrant and diverse communities. All team members of Residence Life adhere to minimum basic expectations outlined in the Position Description included below. Position classifications and themed areas are also described below. Some position classifications and/or areas require additional application materials. Please read each description carefully, and contact Residence Life if you have any questions about these possible positions.

Residence Life supports the university’s strategic plan and core values and seeks diversity of identity, thought, perspective, and background of our applicants. As an equal opportunity employer, the University of Puget Sound does not discriminate on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or family status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws.

STUDENT LEADER POSITION DESCRIPTION (Updated 01/07/2016)

Student team members of the Office of Residence Life are essential to upholding our mission to provide a safe, inclusive and vibrant living community that fosters holistic learning for Puget Sound residential students by empowering them as leaders and extending their academic experience beyond the classroom. As representatives of the Division of Student Affairs, Residence Life leaders 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 knowledge of university policies and procedures. Furthermore, student team members should be able to refer students to resources such as Counseling Health and Wellness (CHWS), Center for Intercultural and Civic Engagement (CICE), the Center for Writing, Learning, and Teaching (CWLT) and other support offices. Student leaders encourage student responsibility and accountability and maintain an overall positive rapport with community members. Team members are responsible for upholding the Residence Life mission to create and maintain safe, inclusive housing for all students. The above and accompanying position description and information applies to all student team member positions in Residence Life unless noted otherwise: Resident Assistant (RA), Resident Community Coordinator (RCC), Resident Programming Assistant (RPA), and Greek House Coordinator (GHC).

I. QUALIFICATIONS/EXPECTATIONS

Members of the Residence Life student leadership team 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 leadership position in Residence Life, candidates must:

- Have a cumulative GPA of no less than 2.50.
- Be a full-time undergraduate student at the University of Puget Sound.
- Be available to participate in spring, fall and winter trainings and be able to perform as a student team member for the entire academic year. Be of at least sophomore standing at the time of appointment.
- Limit part time work, volunteer activities and participation in other organizations to a maximum of 10 hours per week.
- Not hold office in the Residence Hall Association or the Resident Student Association during their term.
- Attend and participate in a 2 hour weekly meeting between 7:00pm and 9:00pm on Wednesday evenings, and attend other required training sessions and meetings as determined by their assigned Resident Director or the Assistant Director.
- Confer with, and report to assigned Resident Director or Assistant Director on all aspects of Residence Life through weekly team meetings, informal contacts, individual meetings with assigned supervisor, and the completion of various reports.
- It is expected that Residence Life Leaders be available in their assigned community a minimum of four evenings each week unless special arrangements are made with the assigned supervisor.
- 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.
- Assist in the selection of new Residence Life student leaders.

II. SUPPORTING THE ACADEMIC MISSION
In support of the University’s mission statement, Residence Life student leaders will assist students in active inquiry and reasoned independence. Student team members are expected to do the following:

- Be knowledgeable about general and departmental advising programs and support the interaction of students and their advisors.
- 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).
- Help to develop and sustain an atmosphere within a community that is conducive to successful academic achievement and personal development.
- Plan and promote educational opportunities and programs in assigned area.
- 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).
- Share intellectual and academic interests with residents and encourage residents to explore their academic interests, experiences, goals, and future plans.

III. INTERPERSONAL RELATIONSHIPS
During day-to-day contact with residents, a Residence Life student leader should:

- Develop and maintain an ongoing relationship with all community residents.
- Facilitate student-to-student and student-to-team member interaction, conflict resolution, facilitation, and social interactions.
- Be aware of interpersonal dynamics in assigned area.
- Help students turn interpersonal conflict into opportunities for learning and encourage students to participate in creative problem solving.
- Help students work through personal problems or issues and serve as a referral agent to appropriate university and community support services.
IV. STUDENT LEADER CLASSIFICATIONS

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

Resident Assistant (RA)

Resident Assistants live in more traditional, predominantly first-year living communities, such as Todd/Phibbs, Regester and Seward, Schiff and Harrington, and Anderson/Langdon. RAs are the primary means of support for residents in these communities, and are responsible for checking in regularly on the health and wellness of members of the community and promoting community standards. RAs spend approximately 20 hours per week completing their responsibilities. RAs participate in a nightly on-call rotation.

Resident Community Coordinator (RCC)

Resident Community Coordinators live in Smith Hall, Oppenheimer Hall, Trimble Hall, Commencement Hall, and the neighborhoods (on-campus houses, including Langlow House). 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. RCCs are on-call (checking the building for health and safety concerns) only on weekend nights. RCCs spend approximately 15-20 hours per week completing their responsibilities.

Resident Programming Advisor (RPA)

Resident Programming Advisors support the Residence Hall Association (RHA) in one of six communities – Anderson/Langdon, Regester and Seward, Schiff and Harrington, Smith and Oppenheimer, Todd/Phibbs, and Trimble. This leadership position has all of the responsibilities of a Resident Assistant/Resident Community Coordinator, with the added opportunity to work more directly with traditional programming in the community by co-advising an RHA. RPAs spend just over 20 hours per week completing their responsibilities.

Greek House Coordinator (GHC)

Greek House Coordinators live 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 does not serve on an on-call rotation but spends approximately 10-15 hours per week completing their responsibilities.

V. REMUNERATION

Remuneration for student leader positions varies depending on the position classification. Responsibilities vary between positions, as outlined below:

1. **Resident Assistant (RA):** On-call nightly shared between six to eight team members; full room and board remuneration for a single room.
2. **Resident Programming Assistant (RPA):** In addition to the responsibilities of an RA, Co-advises with Resident Director one of six Residence Hall Associations; full room and board remuneration for a single room, additional stipend of $150 distributed four times a year.
3. **Trimble RCC:** Weekend on-call responsibilities only (Friday-Sunday) shared between six RCCs; full room and board remuneration for a single room.
4. **Commencement RCC**: Weekend on-call responsibilities only (Friday-Sunday) shared between four team members; full room and board remuneration for a single room.

5. **House RCC**: Weekend on-call responsibilities only (Friday-Sunday) shared between nine RCCs; housing only remuneration.

6. **Greek House Coordinator (GHC)**: Must be a member of the sorority or fraternity for which they apply to be the GHC; housing only remuneration.

**VI. 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 leader responsibilities as designated by a professional staff member of Residence Life will constitute grounds for probation or release.

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**THEMED LIVING**

Residence Life has a variety of themed living opportunities that may be of interest to potential candidates. If you are interested in being placed in one of these themed areas, please indicate your preference in your cover letter in addition to responding to the extra essay response question. Please note that some communities require additional approval from offices outside of Residence Life.

**Adventure Education**

Three RA positions located in Schiff Hall. Schiff Hall is the Adventure Education Living and Learning community, which is part of Puget Sound’s Outdoor Programs. RAs do not need to have experience with Outdoor Programs, but must possess the desire to learn, program, and experience outdoor adventures. The RAs are also responsible for facilitating the creation of floor community standards.

**Business Leadership Program Cohort**

One RA position located in Anderson/Langdon Hall to support the Business Leadership Program (BLP) Cohort. This RA will support the development of the cohort. This RA must be a member of BLP. The RA is also responsible for facilitating the creation of floor community standards. Candidates for this position will be reviewed by Professor Nila Wiese.

**Environmental and Outdoor Leadership Flat**

The Environmental and Outdoor Leadership Flat is located in Commencement Hall. This flat was created to bring together juniors and seniors with different interests to create a community which inspires each other through your engagement on and off campus. This flat brings together those interested in: environmental policy and decision making, environmental science, outdoor leadership, sustainability, environmental activism, natural history or experiential education. Candidates for this position will be reviewed by faculty from the EPDI program.

**Healthy Options Floor**

One RA position located in Harrington Hall. The theme is based on a wellness concept; that of intentionally living a balanced, and healthy life by focusing on the physical, intellectual, emotional, spiritual, social, and vocational dimensions of wellness. Many students in this community also chose to practice a substance free lifestyle. The RA will be responsible for facilitating the creation of floor community standards. This RA must be committed to model a balanced and healthy lifestyle and supportive of those seeking a substance free lifestyle.
**Honors Community**
The Honors program has two positions within Residence Life. One RCC position located in Langlow, at 1218 N. Alder Street. In addition to additional on-campus houses, this RCC assists the Honors Program in several areas such as Langlow Teas, Honors outings, and the Honors Senior Graduation Celebration (among others) and must be a member of the Honors Program. Langlow is a sophomore and above living community. In addition, the Honors Program houses their first-year cohort in Regester Hall. This RA must be a member of the Honors Program. Each position supports these communities as a member of Residence Life, as well as a liaison to the Honors program. **Candidates for this position will be reviewed by faculty from the Honors Program.** **Candidates for these positions will be reviewed by faculty from the Honors Program.**

**Humanities**
There are two positions in the Humanities program. One RA position located in Regester Hall and one RCC position located in Commencement Hall. This dynamic program provides a residential learning experience for students interested in the ways that ideas find expression through the arts. Residents represent all academic majors, including those in the natural and social sciences, but have in common a special interest in the arts (literary, theatrical, visual, aural) and their relationship to history, philosophy, and religion. Many students minor in the Humanities, although this is not a residential requirement. **Candidates for this position will be reviewed by faculty from the Humanities Program.**

**Michel Rocchi International District Flat**
The Michel Rocchi International District is located in Commencement Hall. It is an experiential living community with like-minded students with an international focus. This program will provide a home for study abroad students to orient themselves pre-departure and reacclimate upon returning to Puget Sound. Beyond study abroad, this will also be a home for any students whose academic pursuits and interests include an international component. Possible activities associated with this program may include: study abroad returnee picture night; international movie night; study abroad interest meetings; international food night/celebrations of holidays from different cultures; speakers on topics such as international careers, grad school, international volunteer opportunities, political issues in relevant countries; a service project; and/or day trips or overnight field trips. **Candidates for this position will be reviewed by Michel Rocchi.**

**Residential Seminar Floors**
A number of first-year students taking the same seminar course will be living together on floors throughout first-year communities. The topic of each seminar is very different, and will thus influence the environment on the floor. Students are encouraged to discuss information garnered in the classroom in the comfortable setting of their residential environment. Faculty members will plan activities in the halls, and occasionally leaders will be asked to assist in this process. The exact locations of these seminars are still to be determined for next year. **Candidates for this position will be reviewed by Michel Rocchi.**

**Substance Free Floor**
This RA position is located in Harrington Hall. Selected continuing and first-year students live in this community accommodating students who are committed to substance-free lifestyle. The RA is responsible for developing social and educational programs which support the residents’ desire to live and socialize without the influence of alcohol, tobacco, or other illegal substances. **Candidates for this position must commit to being drug and alcohol free.**