Student leaders in the Office of Residence Life are essential to upholding our mission to provide an inclusive and vibrant living community that fosters holistic learning for Puget Sound residential students by empowering them as leaders and extending their academic experience. As representatives of the Division of Student Affairs, Residence Life student 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 working knowledge of university policies and procedures. Furthermore, student leaders should be able to refer students to resources such as Counseling Health and Wellness (CHWS), the Office of Intercultural Engagement (OIE), 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. Student leaders are responsible for upholding the Residence Life mission to create and maintain inclusive housing for all students. The following position description applies to all student leadership positions in Residence Life.

*Residence Life Student Leaders have essential responsibilities on campus. Leaders should expect to carry out essential duties and responsibilities in the case of an emergency or unplanned event. These can include: power outages, floods, earthquakes, civil disturbances, illness, pandemic, etc. In the case of these emergencies, Student Leaders will receive direction from their supervisors or Residence Life Staff.

### A. Qualifications

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

1. Have a cumulative GPA of **2.50 or above**.
2. Be a full-time undergraduate student at the University of Puget Sound.
3. Be able to perform as a student leader for the entire year.
4. The Office of Residence Life expects all student leaders to uphold the University’s [Diversity Statement](#). 
5. Be available to participate in spring, fall and winter trainings. Training involves full and active participation as well as day and evening commitments. Staff members are responsible for making travel and other necessary advance plans according to these training dates as well as informing family and friends of these dates and the required attendance at these trainings. Below is a list of required dates. Student Leaders should expect to adhere to these dates unless otherwise discussed:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TRAINING</td>
<td>All day, beginning at 5pm on August 11 - August 30, 2021</td>
</tr>
<tr>
<td>DECEMBER CLOSING</td>
<td>Remain on campus through 5pm on December 18, 2021</td>
</tr>
<tr>
<td>JANUARY TRAINING/OPENING</td>
<td>All day, beginning at 5pm on January 12-January 18, 2022</td>
</tr>
<tr>
<td>MAY CLOSING</td>
<td>Remain on campus through 5pm on May 16, 2022</td>
</tr>
<tr>
<td>WEEKLY LEADER MEETINGS</td>
<td>Wednesdays, 7-9pm</td>
</tr>
</tbody>
</table>

6. Furthermore, candidates must be able to perform leader services for extended times at the end and beginning of the semester as well as during holiday and vacation periods as determined by assigned supervisor.
7. Be in good standing with The University of Puget Sound Rights and Responsibilities Office.
8. Be of at least sophomore standing at the time of appointment.
9. Limit other part time work, volunteer activities, and participation in other organizations to a **maximum of 10 hours per week**.
   a) While serving in the Residence Life Student Leader Position, Leaders may not participate in the following on-campus positions; Security Services Student Staff, Orientation Leaders, Dining and Conference Services Manager, Student Conduct Representative/Board, Peer Advisors
10. Not hold office in the Residence Hall Association, hall government, or ASUPS during their term of employment.
11. Be available to assume on-call duties, remaining in the assigned area and available to residents between 8 pm and 8 am weekdays, and 24hrs on Saturday/Sundays. This will be split among teams, according to a schedule set up by the assigned supervisor and leader team. (GHC’s exempt).

### B. Administrative Responsibilities & Duties
1. Residence Life Student Leaders will be asked to fulfill many administrative duties in their role. The following is a list of some example tasks that leaders will be asked to do. This list is not meant to be exhaustive, and leaders are expected to keep up with administrative tasks as assigned by their supervisor.

2. Attend and participate in a 2-hour weekly team meeting on **Wednesdays 7-9pm**, hold a weekly 1:1 meeting with a supervisor, hold community meetings regularly throughout the semester, and attend other required training sessions and meetings as determined by assigned supervisor.

3. Residence Life Student Leaders are responsible for assisting with the check-in and check-out processes each semester.

4. Residence Life Student Leaders will assist in room condition reports, key checks, and other tasks given by supervisor.

5. Residence Life Student Leaders are responsible for completing any curriculum forms, incident reports, on-call forms, and other miscellaneous paperwork.

6. Residence Life Student Leaders are also responsible for assisting during health and safety inspections, fire alarms, and lockdown drills.

7. Residence Life student leader participation in student leader selection, interviews, and information sessions are also required.

C. **Confidentiality and Reporting**

1. Respect confidential issues appropriately and as outlined in training.

2. Vital information should be reported in a timely fashion, only to the proper and necessary staff.

3. Leaders will be thoroughly trained on matters of reporting and documentation. Failure to adhere to proper documentation may result in an accountability process.

4. This position has been classified as a "Responsible Employee" which means leaders are required to promptly report to the Title IX Coordinator any knowledge of sex-based discrimination, sexual harassment, other sexual misconduct, or retaliation which involves a University Community Member. Additional information including the procedure for reporting can be found on the Title IX/Equal Opportunity website and within the Policy Prohibiting Sex Based Discrimination, Sexual Harassment, and Sexual Misconduct.

D. **On-Call (GHCs Exempt)**

1. Participate in the On-Call rotation for assigned buildings, leaders can find an exhaustive list of expectations once hired and trained.

2. Remain in the assigned area and available to residents between 8 pm and 8 am weekdays, and 24hrs on Saturday/Sundays.

3. Unapproved duty switches, failure to arrive for duty, or leaving the building during duty without prior permission may result in accountability processes.

4. As an extension of The University of Puget Sound, staff members have broader responsibilities within the campus community.

5. It is expected that all student leaders, when present, offer to aid in any conflicts and situations that may arise in any residential space at any time.

6. Student Leaders may have to conduct on-call duties during fall, thanksgiving, and spring breaks.

E. **Residential Curriculum**

1. Leaders are responsible for meeting curriculum requirements as set forth by the Department of Residence Life.

2. Curriculum includes but not limited to community meetings, logger chats, bulletin boards, newsletters, community engagement, and weekly digest.

3. Curriculum tasks must be properly planned, advertised, and carried out to the best of a student leaders’ ability. All Curriculum administration/documentation must be completed thoroughly and on time. An effective curriculum assists in creating a stronger community in the residence halls.

4. Failure to meet these expectations can result in accountability processes. Expectations will be outlined during fall training and subject to supervisor.

F. **Conduct**

1. It is expected that Residence Life leaders be available in their assigned community a **minimum of three evenings each week** unless special arrangements are made with the assigned supervisor. This is excluding on-call evenings.

2. 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 confront students in violation of said standards.

3. As a representative of the University and the housing staff, Residence Life Student Leaders are expected to abide by and enforce all University of Puget Sound Community Standards, Residence Life policies, State and/or Federal Laws. Failure to do so may result in accountability processes.

G. **Evaluation and Placement**
1. Staff appointment and placement decisions are made based on each leaders’ skills, personal interests and needs for the particular living environment.
2. Student Leaders are hired for the department, therefore assignments are subject to change at the discretion of Residence Life depending on the needs of the department.
3. Reappointment will be based upon a reapplication process including but not limited to a reapplication, interview, and performance evaluation. Reappointment is not automatic.
4. If hired, attendance is required at Spring Training and Orientation, details will be announced upon appointment.

H. 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 leaders 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 your 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.

I. Interpersonal Relationships
During day-to-day contact with residents, Residence Life student leaders should:

1. Develop and maintain an ongoing relationship with all floor/hall residents.
2. Residence Life Student Leaders are not allowed to be in intimate or physical relationships with residents. If this happens, leaders should inform their supervisor in a timely manner.
3. Facilitate student-to-student, student-to-student leader, and student-to-staff interaction, conflict resolution, facilitation, and social interactions.
4. Be aware of interpersonal dynamics in assigned area.
5. Help students turn interpersonal conflict into opportunities for learning and encourage students to participate in creative problem-solving.
6. Help students work through personal problems or issues and serve as a referral agent for appropriate university and community support services.

J. Residence Life Leader Positions
In addition to the above responsibilities and expectations, Residence Life has multiple student leadership positions to support our unique and diverse living environments. All positions are estimated to be between 15-20 hrs/week:

1. Resident Assistant (RA)
Resident Assistants live and perform leader services in more traditional, predominantly first-year living communities such as Todd/Phibbs, Regester, Seward, Schiff & Harrington, 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.

Remuneration:
- On-call nightly & weekends shared between a team of 10-16 student leaders
- Full room and board remuneration for a single room.

2. Resident Community Coordinator (RCC)
Resident Community Coordinators live and perform leader services in Smith Hall, Oppenheimer Hall, Trimble Hall, Thomas 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.
Remuneration:
- On-call nightly & weekends shared between a team of 9-16 student leaders.
- Full room and board remuneration for a single room.

3. Resident Programming Advisor (RPA)
Resident Programming Advisors support the Hall Government of a community (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 directly with traditional programming in the community by co-advising a hall government.

Remuneration:
- Full room and board remuneration for a single room.
- An additional stipend of $600 distributed in four installments of $150.

4. Greek Housing Coordinator (GHC)
Greek House Coordinators (GHC) live and perform leader services in the fraternity and sorority houses/housing. Each Greek chapter has one GHC, who is an active member of that organization. GHCs live in their respective chapter residence 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.

Remuneration:
- Payment for student leader services varies depending on the student leadership position. Responsibilities vary between positions.
- Must be a member of the sorority or fraternity for which there is the interest in becoming the GHC.
- Note: Tri Delta is managed by an RCC (see details above) that is a member of Tri Delta.
- Housing only remuneration.

5. Learning Community Coordinator (LCC)
Learning Community Coordinators perform all the duties of an RA or RCC with the added responsibility of supporting the Learning Community they are selected for. This may include adapting the residential curriculum to match the needs of the community, corresponding with the Faculty Director, planning events for the community, and recruitment of the next cohort/LCC. Learning community coordinators may also answer questions from prospective students about the community. This position is supervised by the RD of the area, with additional oversight from the Faculty Director.

Remuneration:
- Full room and board remuneration for a single room.
- An additional stipend of $600 distributed in four installments of $150.

K. Probation and Terms of Release
Student leaders have a probation period until Fall Training has completed. Upon successful completion of Fall Training, new student leaders are removed from probation to begin the year.

Failure to perform leader services, failure to support the mission of the Division of Student Affairs and the Office of Residence Life, inability to manage personal boundaries/be successful in other areas of college life, or failure to perform other position responsibilities as designated by a professional staff member of Residence Life will constitute grounds for disciplinary action.

Accountability Process:
In the case of unsatisfactory performance, the supervisor, in consultation with the Associate Director of Residence Life, will issue a verbal written warning, a written warning, probation, or a notice of termination/resignation—depending on the severity of the action. For probation and termination, the student leader will have an opportunity to appeal to the Director of Residence Life.

We encourage student leaders to take the initiative to talk with their supervisor if they don’t understand the job requirements or anticipate being unable to meet these expectations. We will work with you as best we can to make sure you can be successful in your job. Progressive actions are accumulated and generally used for minor policy violations, performance problems, or repeated concerns.

Leaders will be provided with a complete accountability guideline during Fall Training.
**Covid-19 Addendum**

More than ever, the unique circumstances of the pandemic requires innovative and divergent approaches toward supporting residents’ holistic success. To support the unique challenges of resuming school amidst a pandemic, the Student Leader role will need to continue to adjust. While we cannot anticipate all changes, Residence Life has anticipated some position adaptations below. This list should serve as an anticipated list of Covid-related changes to the Student Leader Position Description, not an exhaustive one. There may be essential duties you will be asked to fulfill on behalf of the University.

Overall, we anticipate that the Student Leader role will require creativity, self-efficacy, perceptiveness, and versatility in enactment. We will all work together to ensure as much safety as possible on campus.

- Comply with all state, federal, and university, departmental policies and guidelines. These include, but are not limited to, social/physical distancing, health screening, preventative measures, and face coverings.
- Quarantine or isolate depending on the spread of covid-19 on campus. Assist with the logistics of these processes as needed.
- Understand the risks of being on campus during a pandemic.
- Play a role in the accountability of residents not complying with state, federal, or university policies and guidelines.
- Fulfill the requirements of the residential curriculum, which may include in-person interaction. Residence Life will consult with CHWS and follow CDC guidelines when assessing in-person duties.
- In the event of an early closure, assisting with move-out tasks such as keys, storage shifts, checking rooms, directing the flow of traffic, communication, etc.
- Assist the university in accounting for residents.
- Assist with new student Orientation or other welcome efforts at the beginning of the semester.