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, pandemic, civil disturbances, illness, etc. In the case of these emergencies, Student Leaders will receive direction from the 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 Spring semester.
4. The Office of Residence Life expects all student leaders to uphold the University’s [Diversity Statement](#).
5. Be available to participate in January training. 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. Because of changing circumstances due to Covid-19, these may change. Student Leaders should expect to adhere to these dates unless otherwise discussed:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID SCREENING</td>
<td>3pm, January 8th, 2021</td>
</tr>
<tr>
<td>JANUARY TRAINING</td>
<td>All day, beginning on January 9th, 2021 at 9am</td>
</tr>
<tr>
<td>WEEKLY LEADER MEETINGS</td>
<td>Wednesdays, 7-9pm</td>
</tr>
<tr>
<td>ONE-ON-ONE WITH SUPERVISOR</td>
<td>Weekly or bi-weekly meetings to be determined by schedule</td>
</tr>
<tr>
<td>SPRING CLOSING</td>
<td>Remain on campus until 5pm on May 15th, 2021</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 able to assume on-call duties, remaining in the assigned area, and available to residents 8pm-8am Weekdays and 24hrs on weekends while on-call.

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 leader meeting on Wednesdays from 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.

C. **Confidentiality**
   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.

D. **On-Call**
   1. Participate in the On-Call rotation for assigned buildings, leaders can find an exhaustive list of expectations once hired and trained.
   2. Remain on-campus or within a specific response time and available 8pm-8am Weekdays and 24hrs on weekends.
   3. Schedule is determined and scheduled within your team.
   4. Unapproved duty switches, failure to arrive for duty, or leaving the building during duty without prior permission may result in accountability processes.
   5. As an extension of The University of Puget Sound, staff members have broader responsibilities within the campus community.
   6. 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.
   7. Student Leaders may have to conduct on-call duties during spring breaks and holidays.

E. **Responsible for meeting curriculum requirements as set forth the Department of Residence Life.**
   1. Curriculum includes but not limited to community meetings, logger chats, bulletin boards, and weekly digest.
   2. 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.
   3. Failure to meet these expectations can result in accountability processes. Expectations will be outlined during 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 report any alleged violations of 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.

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. Probation and Terms of Release
New student leaders have a probation period until Spring Training has completed. Upon successful completion of Spring 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 training.

Covid-19 Addendum
More than ever, the unique circumstances of the Spring 2020 semester 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 readjust. 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 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 with social distancing measures in place. This may include Roompact, emails, Zoom, Google Meet, videos, newsletters, and other electronic forms of communication.
- 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.