

Residence Life Senior Staff Position Description

POSITION SUMMARY

The Senior Staff position is a significant leadership opportunity in Residence Life, providing an instrumental support to residence hall leaders, student staff and Professional Staff. This position is also aimed at providing additional personal growth and professional development for individuals with previous student staff experience, who are ready to take on additional responsibility and leadership in a residence hall. Senior Staff work collaboratively with Professional Staff and have the responsibilities listed below as well as any tailored responsibilities designed with their supervisor.

JOB RESPONSIBILITIES

(1) Leadership Development and Advising

- a) Serve as primary advisor to an in-hall student leadership group known as Core Team.
- b) Market and recruit Core Team to residence hall students.
- c) Implement orientation and training of core leaders ensuring students of all identities are able to find success in this leadership role.
- d) Convene and advise weekly Core Team meetings and create opportunities for leadership and team development with the core leader team.
- e) Conduct periodic individual meetings with members of the Core Team.
- f) Disseminate knowledge of campus resources, policies and procedures to students to assist with their initiatives.
- g) Assist Core Leaders in organizing and implementing events for students in the residence hall and for all on-campus students.
- h) Support additional student leadership development initiatives in Residence Life.

(2) Desk Operations

- a) Provide a vision and leadership for Desk Operations within the Residence Hall.
- b) Create an engaging atmosphere at the front desk and lobby; a positive impression for residents and guests; that helps shape community and relationships in the building.
- c) Train RAs and Desk Assistants to engage with each person that comes through the lobby. That they are a resource to students; as well as maintain safety and security as issues arise.
- d) Ensure systems of service at the Front Desk are delivered in an organized, efficient, and effective manner.
- e) Develop a weekly schedule for front desk hours with Resident Assistants and Desk Assistants. Create a contingency plan for when staff are absent and implement coverage so the front desk continues with normal operating hours.

3) COMMUNITY AND EDUCATIONAL DEVELOPMENT

- a) Establish effective relationships with students and encourage student interaction to develop interpersonal relationships.
- b) Implement a residence hall community development plan in cooperation with Professional Staff.
- c) Collaborate with campus entities in developing residence hall initiatives.

(3) STUDENT CONDUCT AND WELL BEING

- a) In concert with Professional Staff, provide direction and accountability to student staff for the enforcement and proper documentation of Residence Life policies.
- b) Maintain responsibility for reporting mental health and student safety concerns to supervisor.
- c) Report and respond to incidents of hate/bias while using an ethic of care for all impacted students.
- d) Respond to emergencies and crisis situations providing support and resources to students.
- e) Participate in hall duty rotation with Resident Assistants.

(4) STUDENT STAFF SUPPORT AND DEVELOPMENT

- a) Serve as a liaison between staff and core leaders.
- b) Assist in initial and ongoing training efforts of hall staff.
- c) Arrive prior to other student staff for Fall Training to assist Professional Staff in training and building preparation.
- d) Assist with staff meetings (facilitate meetings, create developments, and design social activities).
- e) Aid in planning and facilitating staff training sessions as requested.
- f) Act as a resource when/if student staff concerns and conflicts arise. Facilitate resolutions while keeping the supervisor informed of situations.

(5) ADMINISTRATIVE RESPONSIBILITIES

- f) Assist with opening and closing the residence hall each semester and designated breaks.
- g) Work to establish a positive relationship with Custodian(s) to ensure cleanliness and general maintenance of the residence hall.
- h) Work to establish a positive working relationship with maintenance personnel. Report damages/repairs to the appropriate maintenance personnel.
- i) Assist supervisor in responsibility for the proper security of building keys.
- j) Conduct regular one-on-ones with supervisor.
- k) Assist supervisor in the administration involved in the occupancy management and room change process.
- l) Assist supervisor with additional administrative tasks and projects in the daily operation of the residence hall.
- m) Act in supervisor's absence under the guidance of a Complex Director/Associate Director of Residence Life.

6) DEPARTMENT OPPORTUNITIES / INITIATIVES

- a) Beyond residence hall responsibilities there will be opportunities to engage in departmental initiatives. These may include the following but are not limited to: committees, ad hoc groups, student staff departmental training, involvement in the student staff annual recruitment and selection process, professional staff search processes, EFN 222 Staff Class facilitation, and conference attendance.