



HOUSE COORDINATOR
Friedman, Conway House, 12/26 Bedford Terrace
Job Description
2007-2008

OVERVIEW

The House Coordinator (HC) is a member of the administrative staff of the College via the Office of Residence Life and reports to the Area Coordinator (AC) of her/his assigned area. The HC's responsibilities require a combination of managerial and interpersonal skills aimed at developing a house/apartment environment in which individual responsibility and respect for differences are fostered and valued. The HC is expected to act as a liaison between the residents of the house and the various service departments of the College; to work cooperatively with other house leadership; to coordinate with the apartment leadership on matters of internal governance, if applicable; and to be available regularly to students as a source of information, advice, and help.

The HC's most direct link to the Office of Residence Life is the AC, who meets regularly with the HC to provide information and support. Additionally, the Assistant Director of Residence Life and the Director of Residence Life are available to the HC, as needed.

The HC is encouraged to be involved in other campus activities but may not hold a major College office (e.g. President of the Student Government Association, Chair of the Judicial Board), nor make any commitments to student activities or organizations that would conflict with the responsibilities and time commands of the position. After personal and academic needs, an HC's primary commitment is to her/his house.

The HC is expected to fulfill the following responsibilities:

COMMUNITY DEVELOPMENT

1. Make a strong effort to get to know and develop a positive rapport with each resident, and maintain a positive attitude.
2. Be available as the initial contact person for residents with any problems or concerns, and respond or make referrals as appropriate.
3. Support apartment governance, and attend leadership meetings when invited, if applicable.
4. Play a strong role in the day-to-day interactions of residents. Make intentional and informal connections with residents both individually and collectively.
5. Serve as a leader and role model for the apartment community.
6. Facilitate peer mediation in times of conflict.

PROGRAMMING

1. Hold two (2) programs per semester that are directly related to the needs of students leaving in the apartment but also reflect the core values of Residence Life: Balance, Connections, Community, Diversity/Multiculturalism, and Learning.
2. Create a monthly newsletter for the apartment community which includes important information related to community living, educational information and other information which pertinent to the community. In addition, a centralized community bulletin is to be updated monthly with passive programming topics.
3. Develop and participate in Welcome Month activities during the month of September to connect residents with one another.
4. Collaborate with apartment leaders to develop programming. Consider the community needs when planning programming.
5. Consult with the AC about use of staff funds and additional funding options to subsidize programs.
6. Attend and support community gatherings and other apartment events coordinated by other community members, if applicable.
7. Disseminate information on campus-wide events and promote involvement in diversity programs and other educational opportunities at the College and within the Five College area.

AVAILABILITY

1. Be accessible in the apartment complex often, especially during evening hours and community gatherings. Leave door open when appropriate.
2. Hold four (4) suite/room hours per week, during which residents may come in for all manners of conversation. Post set suite/room hours.
3. Schedule one (1) “floating” hour per week to walk around the apartment complex, checking on residents and noting facilities concerns. Vary the time and day of this hour each week.
4. Clear nights and weekends away from the apartment complex with the AC. Arrange for another Residence Life staff member to serve as the contact person for your area of responsibility. Leave contact and emergency information for residents.
5. Be in residence and work with the community and leadership on nights the community holds an event, if applicable. Be in residence during Parents Weekend, Winter Weekend, and Spring Weekend.
6. Be in residence during Fall Break. Be in residence during Thanksgiving and Spring Break, if house is remaining open. Clear absences with the AC and arrange for a contact person for the house.
7. Be in residence for the full duration of January Term and Senior Week.

APARTMENT ADMINISTRATION

1. Know, understand, and uphold all College policies and help other students understand their rights and responsibilities as members of the community.

2. Address violations of College policy appropriately. Report violations to the AC by submitting a Community Report by the next day.
3. Assist in managing keys and keeping accurate records. Report any lost keys to the Housing Coordinator, and instruct students to pick up replacements at Public Safety.
4. Lend out white tag keys for emergency lockouts between the hours of 9 am and 1 am, when in the apartment complex. Have students return tag keys immediately after opening room. Keep a log of lockouts and tag keys lent.
5. Facilitate an all-apartment meeting after general opening, in collaboration with other apartment leaders, if applicable.
6. Communicate regularly with other apartment leaders to discuss community issues and concerns, if applicable.
7. Serve as a liaison between students and the administration by posting and announcing important information.
8. Encourage Friedman residents to complete apartment inventory forms. Collect all apartment inventory forms and submit them to the AC.
9. Conduct Health and Safety Inspections (room checks). Report all violations to the AC and follow up with students.
10. Assume responsibilities connected with Fall Opening, Winter Closing, and Spring Closing of the house. Be the first person in the house at the beginning of each semester and the last person to leave before a vacation and at the end of each semester.

HOUSE-SPECIFIC RESPONSIBILITIES

12/26 Bedford Terrace and Conway:

- Manage house funds and social dues.
- Maintain newspaper subscriptions.
- Be aware of the issues and needs of families living together with children.

Friedman:

- Provide forms for Apartment Party registration.
- Monitor condition of complex laundry room.

DEPARTMENTAL INITIATIVES

1. Assist in the Room Draw process during second semester.
2. Assist in the student staff recruitment process during second semester.
3. Publicize and attend programs sponsored by the Office of Residence Life.
4. Participate in committee work as deemed necessary by the Office of Residence Life.

COLLABORATION

1. Connect regularly with, and serve as a liaison to, Building Services staff, including supervisors, custodians, and housekeepers. Manage written work orders and call in facilities emergencies to Physical Plant.

2. Assist Public Safety in conducting well-being checks, responding to students in need, investigating complaints, and resolving other matters.
3. Serve as a knowledgeable resource about other campus offices, including, but not limited to, the Dean of Students, Class Deans, Chapel, International Students, Multicultural Affairs, and Health Services.

TRAINING AND SUPERVISION

1. Attend a two-week training program in August before the semester begins.
2. Attend a series of professional development seminars at the end of January Term.
3. Attend all mandatory in-service programs during the school year.
4. Attend a weekly area meeting on Tuesday evenings, as called by the AC. Attend an all-staff meeting on the last Tuesday evening of every month, which will replace the weekly area meeting.
5. Meet with the AC for regular one-on-one supervisory meetings.
6. Submit weekly reports each Monday by 1 pm to the AC.
7. Participate in a formal HC feedback process, including a self-evaluation, AC evaluation, and resident evaluation. Develop a performance plan with the AC to improve job performance for second semester.

COMPENSATION

The House Coordinator (HC) receives the full work-study amount allowable for the year, amount TBA for 2007-2008. This is disbursed via bi-weekly checks and is considered taxable wages. The HC's compensation will be prorated if her/his start or end date differs from the standard contract dates.

The HC may not hold a second campus job, regardless of whether or not she/he receives financial aid. The HC may supplement her/his earnings with spot jobs and off-campus positions, after discussion with the AC.

The HC must file I-9 and W-4 forms with the Student Payroll Office prior to employment. The HC's paychecks will not be issued if these forms are not completed.

CONTINUATION

The HC must sign the Contract for Employment for Residence Life Student Staff Members.

The HC must be a full-time matriculated student at Smith College throughout the period of employment and must maintain a 2.5 cumulative GPA.

The HC will be terminated at any time as a result of:

1. Violating the College's Alcohol Policy
2. Harming or threatening to harm another person

The HC's employment may be terminated at any time as a result of the following conditions:

1. Violation of College policy;
2. Academic probation;
3. Failure to comply with the conditions of a warning or probation, as issued by the AC;
4. Unsatisfactory job evaluation;
5. Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the HC will vacate her/his assigned room/suite and return all keys to the AC or the Housing Coordinator within 72 hours. Staff members who leave their position mid-year may not continue to live in the same house in which they were a staff member. The Housing Coordinator will reassign the former HC to a new room.