HOUSE COORDINATOR
CO-OP (Tenney and Hopkins Houses)
Job Description
2019-2020

OVERVIEW
The House Coordinator (HC) is a member of the administrative staff of the College via the Department 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 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 house council 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 Department 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 will have the additional resource of a Head Resident who will be assigned leadership responsibilities related to a subgroup of HCAs/HCs/AMSs and their houses. 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 Conduct Board, Bridge Leader, ISP Leader), 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 their house.

The HC is expected to fulfill the following responsibilities (as well as other tasks assigned by their supervisor):

COMMUNITY DEVELOPMENT
- Make a strong effort to get to know and develop a positive rapport with each resident, and maintain a positive attitude.
- Be available as the initial contact person for residents with any problems or concerns, and respond or make referrals as appropriate.
- Support house governance, and attend house council meetings when applicable.
- Meet regularly with the elected house leaders.
- Play a strong role in the day-to-day interactions of residents. Make intentional and informal connections with residents both individually and collectively.
- Serve as a leader and role model for the house community.
- Facilitate peer mediation using skills gained through Social Justice Mediation training in times of conflict.
- Have individual biweekly connections with the HR of assigned area (for example: have a meal, go to an event on campus).

EDUCATIONAL PROGRAMMING
- Each HC is responsible for 4-6 programs each semester which encompass the core values of Residence Life (Learning, Community through connections, Balance, Social Justice).
Consult with fellow house leaders and AC when planning and executing their house programs. ACs may also ask HCs to complete formal program evaluations.
- Develop and facilitate two Connection programs by the end of September.
- Help disseminate information on campus-wide events and promote involvement in inclusion and equity programs and other educational opportunities at the college and within the Five College area.
- Support and attend study breaks, diversity/social justice programs, house events coordinated by the house elected house leadership.
- Consider house needs and interests and collaborate with other house leaders when developing programs.

**TRAINING, SUPERVISION, AND EDUCATION**
- Attend residence life training in August - a two-week orientation/training program before new student orientation and the start of classes - and participate in monthly in-service Trainings.
- Attend a January training to take place at the end of January term before Spring classes begin.
- Attend regular staff meetings as arranged by the AC (typically weekly, two-hour meetings on Tuesday evenings).
- Meet for regularly scheduled supervisory/one-on-one meetings with the Area Coordinator.
- Participate in a formal HC and AC evaluation processes.
- Submit Weekly Reports to your AC.
- File Community Reports and other administrative paperwork as assigned by your AC in a timely manner.
- Meet regularly (at least once a month) with your Head Resident.

**HOUSE RESPONSIBILITIES**
- **Accessibility**
  - Be accessible in the house often, especially during evening hours, house teas, and have meals with residents when possible.
  - Be available for 5 suite hours per week when you are accessible to house members. These hours should be posted to the house with one hour each week being a “floating hour” when you walk around the house to see residents and note facilities concerns.
  - Learn the procedure for emergencies established by the College, communicate and disseminate these procedures to all members of the house.
- **Nights**
  - Nights away should be taken with the permission of the Area Coordinator. For each night away you must arrange for another HR/HCA/HC to be a contact person for that evening. Leave contact and emergency information for residents.
  - Extended time away (2 or more nights) should be arranged in advance with your Area Coordinator.
  - Be in residence, working with the house (see social system expectations) on the nights the house has a party scheduled. This includes Winter Weekend, Spring Weekend and Senior Banquet events. It is expected that these dates are negotiated with the House coordinator well in advance by those responsible for planning these events in the house.
- **Maintain Community Standards**
- Know, understand and follow house and college policies and help other students understand their rights and responsibilities as members of the community.
- Ensuring that as a student staff member, you uphold the policies of the house, college and hold others accountable for doing the same.
- Address violations of college policy.

House Administration
- Communicate regularly with the other elected house leaders on matters of internal governance. This may involve attending additional meetings. It is expected that these dates and times will be discussed in advance.
- Meet weekly with the other elected house leaders to discuss house issues and concerns (where applicable)
- Serve as a communication link between students and the administration by posting and announcing information.
- Assist the Area Coordinator and Assistant Director of Residence Life by assisting with the housing assignments processes and other assigned tasks.
- Support Building Services by reporting house damages and helping educate residents on how to place work orders.
- Complete Fire, Health and Safety room inspections as directed by the Department.
- HCs receive an annual programming allowance. HCs must either work with their AC to make programming purchases or submit receipts for reimbursement. Receipts and paperwork for reimbursements should be submitted to the AC no more than two business days after the purchase is made.
- Work with the other residence life house staff (including your assigned HR) to identify, publicize and staff 5 hours in which the trunk rooms will be open for students to store their belongings during the last week of classes and finals.

Keys
- Assists in managing keys and keeping accurate records. Report any lost keys to the Assistant Director of Residence Life and instruct students to pick up replacements keys. Do a final check on temporary “tag keys” at the end of the year and turn in all records to your AC.
- Sign out tag keys for emergency lockouts. If in the house, the HC must manage all lockouts between 9 am and Midnight. The HC is responsible for reclaiming each issued tag key used for a lock-out. Any missing keys the HC will be financially responsible for.

CAMPUS BREAKS
- Complete tasks associated with Fall opening (including checking students in, identifying "no shows", etc.), Winter closing, and Spring closing. HCs must stay in their house until the day after the conclusion of final exam period in order to complete closing duties.
- Communicate early with your supervisor about when you are planning on leaving for Fall, Thanksgiving, and Spring breaks.
- Remain in residence during the full duration Senior Week. If time away is needed you are required to discuss this in advance with your AC and secure a contact person for the house.
- Staff that are on campus for the full duration of January term and have no other significant commitments during this time will be financially compensated for staffing houses. Houses will be staffed on a “first come, first serve” basis as there is limited funding for compensation.

COLLABORATIONS
- Connect regularly with and serve as a liaison to, Building Services and Dining Services supervisors, custodial, and housekeeping staff.
- Manage written requests and call in any emergencies for Facilities Management assistance.
- Cooperate with Campus Police.
- Cooperate, communicate and act as liaison with all departments, offices and individuals at Smith as outlined in this job description, including, Dean of Students, Class Deans, Religious and Spiritual Life, International Students and Study Abroad, Multicultural Affairs.
- Assist in educating your house about the Room Selection process and help answer resident questions.
- Publicize and attend programs sponsored by the Department of Residence Life.
- Participate in Otelia Cromwell Day Events and encourage resident participation.
- Participate in Mountain Day Events.
- And other duties as assigned by the College.

CO-OP SPECIFIC RESPONSIBILITIES
- Assess and Research the needs of the community and implement appropriate data driven programming.
- Establish a chore wheel, and hold residents accountable for completing assigned tasks.
- Collaborate with food and finance coordinators and all residents to ensure healthy, safe, and economical management of the cooperative kitchen.
- Meet regularly with the food coordinator, finance coordinator and area coordinator about the general management of the house.
- Facilitate community discussions about the responsibilities of living in a Cooperative Community.
- Communicate with the AC about residents who are not adhering to house community standards.

COMPENSATION
HCs will receive the following stipend based on the number of years they have been on staff which will be disbursed via bi-weekly checks and is considered taxable wages.

First year on staff $4590
Second year on staff $5090
Third year on staff $5590

The HC’s compensation will be prorated if their start or end date differs from the standard contract dates. If the staff member agrees to work during January term they will be compensated an additional $230 (approx.) for the year.

The HC may not hold a second campus job, regardless of whether or not they receive financial aid. The HC may supplement their 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 and not be on academic probation. The HC will be terminated at any time as a result of:
- Violating the College’s Alcohol Policy
- Harming or threatening to harm another person

The HC’s employment may be terminated at any time as a result of the following conditions:
- Violation of College policy;
- Failure to comply with the conditions of a warning or probation, as issued by the AC;
- Unsatisfactory job evaluation;
- 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 Assistant Director of Residence Life 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 at the discretion of their Area Coordinator. The Assistant Director will re-assign the former HC to a new room.

**Continuation of the appointment, and the remuneration and benefits, is dependent upon satisfactory job performance and student status with the college.**

**Important Financial Note**
These stipends may affect the HC’s financial aid allotment. Because financial aid packages differ from student to student, any student interested in the HC position should contact Student Financial Services for information about how the financial aid package may be affected. No student whether on aid or not may hold more than one “permanent” job on campus. This means that you cannot hold a second campus job; however, you may supplement your primary earnings with spot job earnings. The limitation of one primary job per student is to insure equity and opportunity among all students at Smith and has no bearing on whether you are on financial aid or not.