HEAD RESIDENT
Job Description
2019-2020

OVERVIEW
The Head Resident (HR) is a member of the administrative staff of the College via the Department of Residence Life and reports to the Area Coordinator (AC) of their assigned area. The HR's responsibilities require a combination of managerial and interpersonal skills aimed at developing an area environment in which individual responsibility and respect for differences are fostered and valued. The HR is expected to work cooperatively with other student staff and to be available regularly to House Community Advisors (HCAs) as a source of information, advice, and help.

The HR's most direct link to the Department of Residence Life is the AC, who meets regularly with the HR to provide information and support. Additionally, the Associate Director of Residence Life and the Director of Residence Life are available to the HR, as needed. The HR 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 leaders), 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 HR's primary commitment is to their area.

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

AREA DEVELOPMENT
- Make a strong effort to get to know and develop a positive rapport with each HCA in area.
- Be available as the initial contact person for HCAs with any problems or concerns, and respond or make referrals as appropriate.
- Serve as a leader and role model for assigned area staff as well as house communities.
- Assist House Community Advisors (HCAs) in facilitating peer mediation in times of conflict when needed.

EDUCATIONAL PROGRAMMING
- Support and attend at least one program in each assigned Area’s houses per semester.
- Plan one area wide program with Co-HR per semester.
- Consult with their coworkers, fellow house leaders and AC when planning and executing their area programs. ACs may also ask HRs to complete formal program evaluations.
- 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.
- Consider houses needs and interests and collaborate with other house leaders when developing programs.

TRAINING, SUPERVISION, AND EDUCATION
- Attend specific HR leadership training in August prior to Residence Life training.
- Attend and help facilitate Residence Life Training in August - a two-week orientation/training program before new student orientation and the start of classes.
- Participate in one departmental committee for the academic year.
- Plan one monthly in-service training in collaboration with peers and attend all others.
- Attend and help facilitate January training to take place at the end of January term before Spring classes begin.
- Attend and help facilitate 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 AC.
- Participate in a formal HR and AC evaluation processes.
- Provide feedback when appropriate for HCAs.
- Submit Weekly Reports to your AC.
- File Community Reports and other administrative paperwork as assigned by your AC in a timely manner.

HCA MENTORSHIP
- Assist AC in confirming that HCAs/HCs are completing administrative tasks (trunks rooms, house meetings, tag key management, etc.)
- Have individual biweekly connections with the HCAs/HCs of assigned area (for example: have a meal, go to an event on campus).
- Serve as weekend point person for the area, to be first point of contact for HCAs.

DEPARTMENTAL RESPONSIBILITIES
- **Accessibility**
  - Be available for 5 open hours per week when you are accessible to area members. The location of the open hours will be determined in consultation with the HR’s supervisor.
  - Learn the procedure for emergencies established by the College, communicate and disseminate these procedures when necessary.
- **Nights**
  - Nights away should be taken with the permission of the AC. In consultation with other HR of the area to ensure that there is Area coverage.
  - Extended time away (2 or more nights) should be arranged in advance with your AC.
  - Work one to two house parties per year.
  - Be present during Winter Weekend, Spring Weekend and Senior Banquet events.
- **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.
  - Ensure 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.
- **Area Administration**
  - 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 coordinated by the department.
  - HRs receive an annual programming allowance. HRs 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 HCA to identify, publicize and staff 5 hours of house trunk room duty during the last week of classes and finals.

**CAMPUS BREAKS**
- Complete tasks associated with Fall opening (including checking students in, identifying "no shows", etc.), Winter closing, and Spring closing. HRs must stay in their house until the day after the conclusion of final exam period in order to complete closing duties.
- Remain in residence until the houses close for each break and return the day the houses re-open after break.
- Remain in residence during the full duration of 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. If an HR is not working J-Term, another staff member may stay in their suite to cover their area.
- Support the efforts of Building Services and Dining Services connected with opening and closing the house at break times (including sign-out sheets, posting notices and announcements, room checks and inspections, etc.).

**COLLABORATION**
- 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 by investigating and resolving noise and other complaints.
- 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, Health Services, Wellness, International Students and Study Abroad, and Multicultural Affairs.
- Assist in educating your area 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 for houses.
- And other duties assigned by the College

**COMPENSATION**
HRs receive $10,590 for the year. As an example of how compensation is distributed, $5090 will be disbursed in stipend form via bi-weekly checks over the course of the academic year. The remaining $5500 will be applied to the HR’s financial aid package as a grant. The HR’s compensation will be prorated if their start or end date differs from the standard contract dates.

The HR may not hold a second campus job, regardless of whether or not they received financial aid. The HR may supplement their earnings with spot jobs and off-campus positions, after discussion with the AC.
The HR must file I-9 and W-4 forms with the Student Payroll Office prior to employment. The HR’s paychecks will not be issued if these forms are not completed.

**CONTINUATION**

HRs must sign the Contract for Employment for Residence Life Student Staff Members. HRs must be full-time matriculated student at Smith College throughout the period of employment, must maintain a 2.5 cumulative GPA and not be on Academic Probation.

HRs will be terminated (removed from their positions) at any time as a result of:
- Violating the College’s alcohol or drug policies, or
- Harming, endangering or threatening to harm another person.

HR’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,
- Failure to meet basic job expectations,
- An unsatisfactory job evaluation,
- Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the HR will vacate their 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 HR to a new room.

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

**Important Financial Note**

These stipends may affect the HR’s financial aid allotment. Because financial aid packages differ from student to student, any student interested in the HR position should contact Student Financial Services for information about how their 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 ensure equity and opportunity among all students at Smith and has no bearing on whether you are on financial aid or not.