

HOUSE COORDINATOR
CO-OP (Tenney and Hopkins Houses)
Job Description
2020-2021

OVERVIEW

The House Coordinator (HC) is a member of the administrative staff of the College via the Department of Residence Life and reports to an Area Director or Assistant Director of Residence Life of 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 their supervisor, who meets regularly with the HC to provide information and support. Additionally, the Assistant Directors 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/AMs 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, Orientation 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 meetings.
- 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.
- Connect at least once a month with your assigned HR either in a group or individual setting (for example: have a meal, go to an event on campus).
- Assess and Research the needs of the community and implement appropriate data driven programming.

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 supervisor when planning and executing their house programs. HCs must complete program evaluations once completing a program.
- 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 programs and house events organized by residence life staff and house council members.
- Consider house needs and interests and collaborate with other house leaders when developing programs

****For the 20-21 academic year the programming model will be changing. This section of the job description will be updated once the model has been developed.****

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 their supervisor (typically weekly, two-hour meetings on Tuesday evenings).
- Meet for regularly scheduled supervisory/one-on-one meetings with their supervisor.
- Participate in a formal HC and supervisor evaluation processes.
- Submit Weekly Reports to your supervisor.
- File Community Reports and other administrative paperwork as assigned by your supervisor in a timely manner.

HOUSE RESPONSIBILITIES

- Accessibility
 - Be accessible in the house often, especially during evening hours, house teas, and have meals with residents when possible.
 - Schedule two open hours a week (either in your room or in a house common space) where you are available to residents.
 - 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 supervisor. 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 supervisor.
 - Be in residence, working with the house (see social system expectations) on the nights the house has a registered event scheduled. This includes Winter Weekend, Spring Weekend and Senior Banquet events. It is expected that the

house coordinates all events with HCs and includes HCs in selecting dates and times for events.

- Maintain Community Standards
 - Know, understand and follow 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 college.
 - Address violations of college policy and complete the required documentation.
 - When necessary utilize Campus Police as a resource.
- 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.
 - Serve as a communication link between students and the administration by posting and announcing information.
 - Assist 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 Health and Safety room inspections as directed by the Department.
 - HCs receive an annual programming allowance. HCs must either work with their supervisor to make programming purchases or submit receipts for reimbursement. Receipts and paperwork for reimbursements should be submitted to their supervisor 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 of house trunk room duty during the last week of spring classes and finals.
 - Provide access to the trunk room for residents who request access at least 24 hours in advance.
- Keys
 - HCs are responsible for house trunk keys and neighborhood office keys.

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 the winter and the day after commencement in the spring in order to complete closing duties.
- Communicate early with your supervisor about when you are planning on leaving for Fall, Thanksgiving, and Spring breaks.
- Staff who are working Thanksgiving or Spring Break are responsible for closing their assigned break houses.
- 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.

COLLABORATION

- Manage written requests and call in any emergencies for Facilities Management assistance.
- Collaborate and utilize other college departments that support students.
- 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 Cromwell Day Events and encourage resident participation.
- And other duties 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 their supervisor about residents who are not adhering to house community standards.

CONFIDENTIALITY

- Display confidentiality, discretion, and good judgment in relationship to knowledge of information in the following specific areas:
 - Personal information about specific individuals; including pertinent identification data (student ID numbers, addresses, etc.) and information about personal circumstances.
 - Any and all information pertaining to the College or conduct cases; including students involved, the existence of community reports, discussion of existing cases, or outcomes of conduct cases.
 - Any and all additional information that is deemed confidential as determined by your supervisor.

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 \$4640

Second year on staff \$5140

Third year on staff \$5640

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 \$320 (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 their supervisor.

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 (removed from their positions) at any time as a result of:

- Violating the College's alcohol or drug policies
- Harming, endangering 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 their supervisor,
- Failure to meet basic job expectations,
- An unsatisfactory job evaluation,
- Withdrawal from the College.

Resignation should be discussed with their supervisor. In the event of resignation or termination, the HC will vacate their assigned room and return all keys to their supervisor or Clark Hall 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 supervisor. 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.