

## Resident Counselor

<b>Classification</b>	Voluntary, Academic Year
<b>Department/Division</b>	Residence Life, Student Affairs
<b>Reports To</b>	Director of Housing and Residence Life

### Job Function

The Resident Counselor will serve as an adult leader for students and the residence hall staff. The Resident Counselor's main functions are to assist the Resident Assistants in establishing a strong floor and hall community consistent with the mission of the College, serve as a resource for students through informal counseling, provide educational and social programming to enhance the student residential experience, and serve as the primary Residence Life on call person.

### Essential Elements

1. Know their residents and serve as an adult leader through informal counseling and advisement. Resident Counselors may be responsible for one floor, two floors or a hall.
2. Meet with the Resident Assistant staff assigned to the same area as them and discuss relevant issues and share information including student concerns, physical plant issues, and any other information that will further ensure an effective, cooperative effort focused on resident needs.
3. Conduct meetings on a regular basis and as needed with students in conjunction with the Resident Assistants.
4. Assist students as paraprofessional advisors on academic, personal, and spiritual issues. Resident Counselors will host individual meetings with each resident on their floor/in their building in the first three weeks of each semester.
5. Have knowledge of, and implement, College regulations and policies in the residence halls. Residence Counselors will serve as a resource for Resident Assistants when confronting behavioral concerns on the floor or in the residence hall.
6. Plan, implement, present, and assess educational, community development oriented, and social programming consistent with the developmental goals of the College. **Each RC must plan and coordinate one educational program per semester** on topics such as sexual assault, time management, study skills, and drug and alcohol education.
7. Participate in residence life training as directed by the Director of Housing and Residence Life. **Training for Resident Counselors is a condition of employment. As such, attendance is required.** Fall Training takes place August 11 through August 25, 2024. Winter Training takes place January 18 through January 19, 2024. Sessions during training that require the Resident Counselor Staff to attend will be scheduled from 5:30 pm and later during the week. Attendance is required for the entire day on weekends. The staff will be provided with a training schedule at least 30 days prior with exact dates and time blocks when they will be required to participate. This will allow the staff to adjust their work schedules accordingly. Staff members with specific conflicts must communicate these to the Director of Housing and Residence Life for advance consideration for approval. Missed training sessions must be made up within 10 business days of the original training. Make-up sessions must be rescheduled during normal business hours, 8:30a-4:30p. Failure to make-up training sessions will result in termination.
8. Be present during fall semester resident move in, available as much as possible during this time.
9. Attend evening events (5:30 pm or later) during Fall Welcome.
10. Attend Resident Counselor and full staff meetings. In-person attendance is mandatory.
11. Schedule and attend a monthly meeting with the Director of Housing and Residence Life.
12. Assist in departmental research.
13. Possess the ability to operate a car to meet a student at the hospital, or to partake in Residence Life and campus events located off campus.

14. Serve as the primary Residence Life on call person. The on-call rotation is approximately one-two weeks per semester including weekend and weeknight responsibilities. This duty will require the Resident Counselor to be available by the RC duty cell phone and within 15 minutes of the campus to respond to incidents within the residence halls from 7 pm to 7 am Monday through Thursday and from 7 pm Friday evening through 7 am Monday morning. In this capacity, the Resident Counselor will be available to assist with student emergency response, crisis intervention, and policy implementation. Schedules will be set at the beginning of each semester.
15. Available and accessible to students and staff by office hours at least twice a week (Sunday through Thursday) **for a minimum of 5 hours combined. These hours are to be posted and provided to the Director of Housing and Residence Life at the beginning of each semester.**
16. Initiate academic alert meetings, administer mid-semester grades, and make appropriate referrals, if necessary.
17. Complete all other tasks as assigned by the Hall Directors, Assistant Director of Residence Education, or the Director of Housing and Residence Life.
18. Resident Counselor position begins on August 11, 2024, and ends on May 19, 2025.
19. Assignments are based off the needs of the Residence Life Program. The Director of Housing and Residence Life may change assignments as needed.
20. Organize and participate in programs, activities and services that promote the Catholic identity and mission of the College both on their floors, and during Residence Life staff training/development.
21. Develop, implement, and promote a community development plan for the Hall/Floor to provide a comfortable, safe, and inclusive atmosphere for the residents that is conducive to academic growth.
22. Required to notify the Director of Housing and Residence Life regarding their intent to return to staff annually of each academic year.
23. Mandated reporters and a Campus Security Authority (CSA) in accordance with federal and Commonwealth laws, and College policies on Sexual Misconduct (Title IX), Child Protection and the Jeanne Cleary Act. RCs are always mandated reporters, regardless of if they are functioning as a member of the staff, student, friend, teammate, campus leader, or other.

### **Required Skills, Training, and Experience**

- Bachelor's Degree required; previous residence life experience preferred.
- Pass a background check, including one of their driving records.
- Not permitted to travel, for work or personal, more than three weeks per academic year. Any amount of time past the three weeks may result in termination. All travel that will take the Resident Counselor away from campus is to be approved by your direct supervisor at least two weeks in advance.
- Maintain their assigned room/apartment as their permanent residence when classes are in session.

### **Physical Conditions**

Fast paced, high-energy environment. Must be a visible and active member of the King's College community. Evenings and weekends are required throughout the year.