



Name: _____

Resident Counselor Position Description 2018 - 2019

POSITION: Resident Counselor

DEPARTMENT: Residence Life

POSITION REPORTS TO: Associate Dean of Students for Residence Life

DIVISION: Student Affairs

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.

RESPONSIBILITIES:

1. To know the residents on his or her floor(s) and to serve as an adult leader through informal counseling and advisement. Resident Counselors may be responsible for one floor, two floors or a hall.
2. To 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. To conduct meetings on a regular basis and as needed with students in conjunction with the Resident Assistants.
4. Resident Counselors are paraprofessional advisors available to assist students 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. To be aware 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. To be actively involved in presenting, implementing, assessing and planning 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 Associate Dean of Students for Residence Life. **Training for Resident Counselors is a condition of employment. As such, attendance is required.** Fall Training takes place August 12 through August 22, 2018. Winter Training takes place January 12 through January 13, 2019. Sessions during training that require the Resident Counselor Staff to attend will be scheduled from 5:30 pm and later during the week and 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 Associate Dean of Students for 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. Resident Counselors must be available on their floors during fall semester resident move in, Thursday, August 23, 2018 from 7am - 1pm, and Sunday, August 26, 2018 and available as much as possible during this time period.
9. To attend and/or schedule all individual, Resident Counselor staff, and full staff meetings. Attendance is mandatory.
10. To assist in departmental research.
11. Residence Counselors must be able to drive their car to meet a student at the hospital, or to partake in Residence Life and campus events located off campus.
12. Serves as the primary Residence Life on call person. The on call rotation is approximately 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.
13. To be available and accessible to students and staff by holding room and/or duty hours at least twice a week (Sunday through Thursday) **for a minimum of 5 hours combined. These hours are to be posted at the beginning of each semester.**
14. To initiate excessive absence interventions, administer mid-semester grades and to make appropriate academic referrals, if necessary.
15. To complete all other tasks as assigned by the Hall Directors, Associate Director of Residence Life or the Associate Dean of Students for Residence Life.
16. When classes are in session, Resident Counselors will maintain their assigned room/apartment as their permanent residence.
17. Resident Counselors are not allowed 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. Any and all travel that will take the Resident Counselor away from campus is to be approved by the Associate Dean of Students for Residence Life at least two weeks in advance.
18. Resident Counselor position begins on August 12, 2018 and ends on May 20, 2019.
19. Assignments are based off of the needs of the Residence Life Program. The Associate Dean of Students for Residence Life may change assignments as needed.
20. The Residence Life staff member is required to organize and participate in programs, activities and services that promote the Catholic identity and mission of the College both on their floors, and in Residence Life staff training/development.
21. Staff members will develop, implement and promote a community development plan for the Hall/Floor to provide a comfortable, safe and inclusive atmosphere for the resident that is conducive to academic growth.

22. The Resident Counselor is required to notify the Director of Residence Life and Student Conduct in regards to their intent to return to staff by May 30th of each academic year.
23. Resident Counselors are 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 on if they are functioning as a member of the staff, student, friend, teammate, campus leader, or other.

QUALIFICATIONS:

Bachelor's Degree required, previous residence life experience preferred.

The RC Candidate is required to pass a background check, including one of their driving record.

REMUNERATION:

RC's will receive a suite in Esseff Hall, Holy Cross Hall, Luksic Hall, Flood Hall, O'Hara Hall, King's on the Square or Alumni Hall for 10 months August through May. All Resident Counselors are required to submit a refundable \$200.00 security deposit for their apartment. For those individuals who resign their position after the above May 30th deadline, the \$200 security deposit will be forfeited.

During the summer months of June and July Resident Counselors are permitted to stay in their suites/apartments (locations to be based off of the needs of the program) with the following stipulations:

1. Residence Life may relocate the apartment based off of the needs of the program
2. There will be a \$100.00 utility fee per month which will cover utilities and any room damages. Fee is to be paid prior to the start of June 1, 2018. This fee is separate from the security deposit paid upon employment.

Resident Counselors will also receive meals in the student dining halls when classes are in session. Meals will not be available when the College is closed for breaks or during the summer months. Meals will not be provided for spouses or children of Resident Counselors; however, plans are available for purchase.

This position description for Resident Assistant is tentative for the 2018-2019 Academic Year. Please pay particular attention to our mandatory training dates.

I have read and understand the position description.

Signature: _____

Date: _____

Associate Dean of Students _____

Date: _____

Interested candidates, please email resume and cover letter to hrjobs@kings.edu.