2010-2011
BATES COLLEGE RESIDENTIAL LIFE
JA RETURNER APPLICATION PACKET

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Thank you for your interest in becoming a Junior Advisor! A Junior Advisor serves as a resource for first-year students and is responsible for helping those students achieve their educational, personal, and social goals within the residential context. The role of JA is challenging and provides an opportunity for students selected for the position to make invaluable contributions to the Bates community.

Attached you will find the application packet, which should be completed and submitted to the Housing Office in Chase Hall by Friday, January 29, 2010 at 12:00 p.m. You will be contacted with an interview time slot after submitting your application materials. Interviews will be held the week of February 8-11, 2010.

Your completed application will be read by a current Junior Advisor, staff members, and members of the Dean of Students Office. Please be sure that the attached forms for faculty/staff and student references are delivered to the appropriate individuals, and remind them of the deadline of Friday, January 29, 2010 at 12:00 p.m.

Junior Advisor selection will be conducted on Friday, February 12th. You will be notified of the status of your candidacy by a letter in your campus mailbox on Friday, February 12th in the afternoon.

If you have any questions about the JA position or the upcoming selection process, please do not hesitate to contact us.

Erin Foster Zsiga
Assistant Dean of Students
efoster@bates.edu
786-6215

Carrie Murphey
Housing Coordinator and Residence Life Assistant
cmurphey@bates.edu
786-6215

Sara Noyes
Student Activities and Residence Life Assistant
snoyes@bates.edu
755-5936
**Junior Advisor Position Description**

A Junior Advisor’s responsibilities are as follows:

1. Serve as a resident peer advisor to a first-year center comprised of 12-20 entering students and advise them on academic and social issues as they make the transition from secondary school to college life. Informal advising topics may include, but are not limited to, academic issues (including the logistics of course registration, add/drop, and pre-registration); general education requirements and departmental requirements; and academic and/or personal support services (e.g. the Writing Center, the Dean’s Office, and the Health Center).

2. Maintain boundaries and a sense of balance appropriate to the position as a paraprofessional and agent of the College.

3. Advise first-year students on co-curricular and extracurricular activities on campus and guide them toward groups and organizations that might be of interest to them. Work with Residence Coordinator(s) to introduce the first-year residents to upper-class students involved in those organizations or groups.

4. Plan and produce extracurricular and educational programming for your first-year student center. Junior Advisors are expected to organize, initiate, or sponsor a minimum of five activities or programs per semester. A minimum of three educational or informational programs must be offered during each term. At least one educational program must address some dimension of the topic of sexual assault prevention (to be conducted during the fall semester). There is no maximum number of activities or programs that can be offered. The Residence Life Assistants will be happy to work with the JAs to determine and develop programming content. Funding for these activities is available from limited first-year center budgets and can be procured through the Residence Life Office. **Failure to complete required programming will result in the docking of pay.**

5. Work with the Residence Coordinator(s) and the Area Dean in investigating and resolving damage incidents. JAs are not exempt from damage fines; however all student staff members will pay an equal amount, derived from the average of all “amount per person” damage accrued.

6. Mediate disputes between or among roommates. Work with Housing Coordinator and Area Dean to resolve protracted disputes or situations.

7. Serve as a leader and role model for all residents. **The JA will be responsible for upholding Bates community standards and rules as well as those determined by the residents themselves (in house/hall meetings) at the beginning of the academic year.** The JA will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. The JA will work with the DOS Office to address negative actions or behavior patterns, violations of community values, or negative actions/behaviors that are egregious or of immediate danger to residence community members.

8. The JA will have the right and responsibility to issue a formal warning to students when egregious violations of college or residential policies have been committed or when other, less formal means of addressing a problem have been used repeatedly and to no avail. If the circumstances involve a second situation (repeated interventions to no avail), then advance notice should be given that the student involved is making a conscious choice in his/her actions and that if they choose to violate college or residential policies or continue to be a serious disruption to the residential community, then the JA will have no option but to issue a formal warning. The formal warning consists of notifying the Area Dean of the situation. The Area Dean will call the student(s) involved in for a meeting within
24-48 hours. The nature of this meeting may be conversational or may involve any of the following: the issuance of a warning, a written notation placed in the student’s file (no immediate action taken but instead for future reference), a written contract noting expectations of the student(s), or if merited, some level of disciplinary action. **The JA is not responsible for the enforcement of disciplinary actions but is expected to support and facilitate their enforcement by Security and by the Deans’ Office.** He or she is expected to act in the best interest of the Bates community.

9. Meet (briefly) with the custodial staff at least once a week. Work with the building custodial staff, Safety Officer, and Recycling/Conservation and Environmental Coordinator to inform students regarding safety hazards, cleaning needs, or changes that must be made to ensure a clean and safe residence area for all residents. Dean Foster Zsiga and the Residence Life Assistants will provide guidance and support to you in this process.

10. Attend all of RC/JA Training week (August 29-September 3, 2010), attend and participate in all First Year Orientation activities, and attend any in-service training programs during year.

11. Attend all Tuesday meetings held during the open lunch hour (12pm-1pm).

12. If staying for Short Term (acceptable reasons: taking a Short Term course, serving as a Research Assistant or Teaching Assistant, a member of a College Athletic team, on- or off-campus job which requires more than 20 hours per week), JAs may continue to work and get paid for their services. JAs who do not stay for Short Term will not be penalized, but must complete all programming prior to the end of Winter Semester. Those who choose to stay and serve during Short Term must complete one additional program for Short Term.

13. Support and attend college-sponsored programming for First Year Class and residence-based programming when possible.

14. Participate in at least one of the projects, programs, or processes of the residence life program during the year. You may volunteer to help with housing lottery in March, RC/JA information sessions in January, interviewing and selecting next year’s JA staff in early spring, or any other Dean of Students Office initiative for which residence life staff assistance is solicited.

15. Send welcome letters/emails to your first year center residents to introduce yourself in late July/early August and complete door tags prior to arriving for RC/JA orientation.

16. Maintain regular communication with your Area Dean via the mandatory submission of weekly JA/RC log sheets in writing or via e-mail. Attend mandatory meetings with your Area Dean throughout the semester.
2010-2011 RETURNING STAFF APPLICATION
Office of the Dean of Students

Application materials are due to the Housing Office in Chase Hall by **Friday, January 29, 2010 at 12:00pm**.

1. Please type or print the following:

   Name: ___________________________ Class Year: ___________________________

   Major: ___________________________ Student ID#: ___________________________

   Campus residence/room number: ________________________________ Box: __________

   Email: ___________________________ Phone number: __________________________

   ******************************************

2. Please list all Residence Halls/Houses lived in at Bates:

   ____________________________________________________

   ____________________________________________________

3. Please list any extracurricular activities in which you have been involved or campus jobs you have held during your time at Bates, including any offices you have held and honors you have achieved:

   ____________________________________________________

   ____________________________________________________

4. What do you feel were your three best programs? Please briefly describe them and explain why.

   ____________________________________________________

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   (please continue on reverse)
References

List here the name of one faculty or staff member who has agreed to write a reference for you:

1. _____________________________

List here the name of one past or current JA or RC who has agreed to write a reference for you:

1. _____________________________

Essay

Please write a personal statement (1 to 1½ pages) in which you discuss the following topics:

- What do you feel are the most important challenges facing incoming first-year students?
- How were you able to help first-years to face those challenges?
- What have you learned in your year(s) as a Junior Advisor?
- Based on what you have learned, what would you do differently next year? Please use specific examples.

Each candidate will be interviewed. Please circle all times below when you would be available. **You will be scheduled for one of these times, so please ensure that you will be able to attend all times that you circle.** You will be notified by e-mail to confirm your date and time. Interviews will take approximately 20 minutes.

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2010-2011 Junior Advisor Application
Office of the Dean of Students

Reference name: _______________________________ Department: _______________________________

Applicant: ___________________________________ Class: _______ Major: ______________________

☐ I waive my right to access the following evaluation.
☐ I do not waive my right to access the following evaluation.

Signed: ___________________________________________________

(Candidate signature)

The above named student is a candidate for the position of Junior Advisor in Bates College housing. Please rate
the candidate on those qualities that you have had an opportunity to observe. We appreciate your assistance in the
process of selecting the best possible JAs for the 2010-2011 academic year. Please evaluate the candidate on a Skill
Level scale of 1-5 where 1 = Low, 5 = Exceptional.

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<th>Skill</th>
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Please attach a statement to tell us how well you know the candidate and in what context (classroom, extracurricular activity, lab assistant, etc.). We are especially interested in learning how you feel this student will handle the challenges of leading his or her peers by example and fostering a sense of community on the Bates campus. This recommendation will be read by the Junior Advisor Selection Committee comprised of Deans, Staff, and current Junior Advisors.

Signature:__________________________________ (Reference)

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2010-2011 Junior Advisor Application
Office of the Dean of Students

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