2010-2011

BATES COLLEGE RESIDENCE COORDINATOR:  
TEAM LEADER APPLICATION PACKET

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Reference Forms (1 past/current JA/RC and 2 faculty/staff)

Thank you for your interest in becoming an RC Team Leader! A Residence Coordinator Team Leader serves as a resource who is responsible for providing support to both his or her residents in addition to all paraprofessional student staff in his or her residence, including JAs and other RCs, who has previously served in some leadership capacity at Bates. The RC Team Leader helps all students achieve their educational, personal, and social goals within the residential context. This role is challenging and provides an opportunity for student to make important contributions to the Bates Community.

Attached you will find the application packet, which should be completed and submitted by **12:00 p.m. on Friday, February 5, 2010**. You will be contacted via email about your interview time slot after submitting your application. Based on preferences stated in the application packet, you will be scheduled for an interview the week of February 22-25, 2010.

Your completed application will be read by current Residence Coordinator Team Leaders, faculty, staff members, and members of the Dean of Students Office. Please be sure that the attached forms for faculty/staff and student evaluations are delivered to the appropriate individuals, and they are aware of the deadline of Friday, February 5, 2010 at 12:00pm.

RC selection will be conducted on Friday, February 26th, 2010. You will be notified of the status of your candidacy by a letter in your campus mailbox on Friday, February 26th in the afternoon.

We encourage you to give serious consideration to the prospect of becoming a Residence Coordinator Team Leader. If you have any questions about the Residence Coordinator Team Leader position or the upcoming selection process, please do not hesitate to contact us.

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786-6215

Carrie Murphey  
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Student Activities and  
Residence Life Assistant  
snoyes@bates.edu  
755-5936
RC TEAM LEADER POSITION DESCRIPTION

A Residence Coordinator Team Leader’s responsibilities are as follows:

1. Serve as a paraprofessional administrator and as resource to student residents, Junior Advisors and other Residence Coordinators of a campus residence building.

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

3. Serve as liaison between students in residence(s) and the Office of the Dean of Students and other necessary departments (Financial Office, Student Activities Office, Bates Security, Health Center, Dining and Catering Services, etc.).

4. Plan and produce extracurricular and educational programming in the residence building(s). **Residence Coordinators Team Leaders are expected to initiate and design/sponsor one program per month.** One program per semester must have an educational component, and at least one of these programs during the fall semester must address some issue that is of concern on campus or in the building. There is no maximum number of programs. The RC Team Leader should work with the building JAs to coordinate major building-wide events and activities. Any members of the Office of the Dean of Students will be happy to work with you to develop programming and can provide limited funding for use in these events. **Failure to complete programming will result in the docking of pay.**

5. Hold weekly meetings with all JAs in the building during the first 6-8 weeks of the academic year and during the first 4 weeks of winter semester. During the remainder of the school year, RC Team Leaders will hold monthly meetings with their JA staff. The goals and content of these “in-house staff meetings” will be identified and discussed during the JA/RC orientation and training week. Dean Foster Zsiga is willing to assist in subsidizing the cost of any food (pizza, subs, etc.) ordered in for these meetings for as long as the funds are present.

6. Serve as a leader and role model for all residents. **The RC will be responsible for upholding Bates community standards and rules as well as those determined by the residents themselves in building-wide meetings at the beginning of the academic year.** The RC Team Leader will speak individually and informally to any resident who is contributing to an unsafe or undesirable living environment. **RC Team Leaders may not sponsor events involving alcohol in any campus residence.** If an RC Team Leader is found to be in violation of College policy, a review will be performed by the Dean of Students Office and termination may be considered.

7. Hold a minimum of one house or hall meeting per month. The topics of these meetings may be of a specific nature or may be a more general meeting set up to check in with residents and to determine whether the residential community is happy and functioning well, or whether there are concerns or questions that need to be addressed. These meetings may be as brief as 30 minutes or so and programming funds may be used to purchase snacks or food for house members to eat during the meeting. These meetings do not count as part of the programming requirement described above in #3.

8. Work with Security, the DOS Office and Physical Plant personnel to investigate and resolve damage incidences and other violations of Bates community values and guidelines. **All RC Team Leaders will be required to conduct a walk-through of each of their buildings at some point each Sunday.** This will enable you to talk with the residents as well as spot damage, disarray, or things that must be cleaned up before Monday morning. RC Team Leaders 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.

(continued on reverse)
9. Issue formal warnings 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 the 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 RC Team Leader 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 RC Team Leader 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.

10. Meet with the building 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. The Residence Life Assistants will provide guidance and support to you in this endeavor.

11. Mediate disputes between roommates or residents. Work with the Housing Office and Area Dean to resolve protracted disputes or situations you are not comfortable handling.

12. Attend RC/JA Training week (August 29 - September 3, 2010) and all in-service training programs during the year. Attend and participate as needed in First Year Orientation activities.

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

14. If staying for Short Term (acceptable reasons: taking a Short Term course, member of a College Athletic team, on or off campus job which requires more than 20 hours per week), RC Team Leaders may continue to work and get paid for their services. RC Team Leaders who do not stay for Short Term will not be penalized, but must complete all programming prior to the end of Winter Semester.

15. 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 RC staff in early spring, or any other Dean of Students Office initiative for which residence life staff assistance is solicited.

16. Maintain regular communication with your Area Dean via mandatory meetings and email communication.

17. Serve as a liaison between the residence(s) and the Deans involved with residence life, campus policy, and judicial affairs should an infraction of campus policy and procedures occur within that/those residence(s).
Please return your application materials to the Housing Office in Chase Hall by 12:00 p.m. on Friday, February 5, 2010.

1. Please type or print the following:

Name: ____________________________ Class Year _______________________

Major __________________________ Student ID# _______________________

Campus residence/room number: ____________________________ Box #: __________

E-mail: __________________________ Phone number: ______________________

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

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

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

3. Please list your top five housing preferences. Note that RC Team Leaders live in first year buildings with a group of JAs. In the 2009-2010 year, RCTLs lived in: 280 College, Page, Parker, Rand and Smith. If selected, you will be housed based on your strengths and abilities as displayed in your application and your interview. We will certainly take your preferences into consideration, but cannot guarantee them. It is our goal to hire the best candidates and place them in the most successful positions. Please note that it is the expectation of the Office of the Dean of Students that you will accept the position regardless of placement.

1. ____________________________ 2. ____________________________

3. ____________________________ 4. ____________________________

5. ____________________________

4. Given previous numbers of qualified candidates for this position, would you also be interested in the Residence Coordinator position? (Please circle one) YES  NO

Please list your top three choices of residences. Please note that this will not detract from your candidacy as a Residence Coordinator Team Leader.

1. ____________________________ 2. ____________________________ 3. ____________________________

(please continue on reverse)
5. List all work experiences, campus officer or leadership positions, and other significant extracurricular activities in which you have participated during your time at Bates.

________________________________________________________________________
________________________________________________________________________
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6. References: List here the names of two faculty or staff members who have agreed to write references for you:

1. __________________________
2. __________________________

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

1. __________________________

7. Essay: The Residence Coordinator Team Leader serves as a resource who is responsible for helping students achieve their educational, personal, and social goals within the residential context. The RCTL is primarily responsible for supporting the JAs in his or her building to be successful in their position. He or she will also work to build community and coordinate activities within the hall or house. The RC Team Leader recognizes the need for harmony as well as diversity within the residential system and strives to ensure a high quality environment for all students. Lastly, he or she must also balance the desires of student residents with college and state rules, laws and regulations.

Please attach a concise statement (not more than one to two typewritten page) explaining your reasons for applying for the RCTL position. Please give careful consideration to the goals stated above in writing your essay. How would you contribute to the realization of these goals? Please pay particular attention in your response to the ways in which you feel you’d be able to support the JAs that you’d be working with and the qualities that you posses that would make you a good fit for that type of support role.

8. Interview. 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 RESIDENCE COORDINATOR: TEAM LEADER REFERENCE

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 Residence Coordinator 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 RC Team Leaders for the 2010-2011 academic year.

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Please attach a statement detailing well you know the candidate and in what context (classroom, extracurricular activity, lab assistant, friend, 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 Residence Coordinator Selection Committee, comprised of Deans, Faculty, Staff, current Residence Coordinator Team Leaders, and other students.

Signature: ___________________________________________________

(Reference)

Please return to the Housing Office in Chase Hall by Friday, February 5, 2010 at 12:00pm.
2010-2011 RESIDENCE COORDINATOR: TEAM LEADER REFERENCE

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)

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