Carleton College
Student Life

Statement of Purpose

The purpose of Student Life at Carleton College is to work with faculty and staff to provide students with a co-curricular and residential educational experience of the highest quality. The goal of such an education is to foster student learning in the domains of intellectual, social, physical, emotional, vocational, and spiritual development, enabling them to leave Carleton with an understanding of personal integrity, a sense of civic duty, and with the skills to live rewarding, creative, and purposeful lives.

Co-curricular education enables students to develop a positive personal identity, and learn to live as responsible community members. The co-curricular and residential experience teaches students the essential life skills of effective decision-making, interpersonal communication, and self-awareness. Student Life staffs strive to maintain a campus environment that value academic achievement, service, involvement, appreciation of individual uniqueness, awareness of cultural diversity, and responsible citizenship. At its best, the co-curricular experience prepares students for the challenges of a diverse and changing world.

To this end, Student Life is committed to providing students the opportunities and choices to take responsibility for their living and learning. SL staffs are educators, supporting and challenging students to be accountable to themselves, each other, and their communities. Staffs are actively engaged in promoting student learning, purposefully encouraging students to create a healthy learning environment consistent with the values and purposes of the College.

To accomplish this mission, Student Life espouses these goals:

- to work throughout the College to integrate academic and co-curricular student life, and for institutional commitment to the holistic development of each student;
- to actively and intentionally shape the student learning environments on campus;
- to model cooperative learning and working, both among SL staff, and with students, faculty, and other staff of the College.
- to affirm and celebrate the rich diversity of the individuals and groups in the College community.
- to utilize student learning theory and research in College policies and practices.

(Web location: www.carleton.edu/campus/DOS/studaff.html)
We in Student Life prepare students for citizenship in a diverse and changing world by fostering:

♦ understanding of personal and cultural identity
♦ pursuit of academic and co-curricular achievement
♦ commitment to healthy individual and community life, and
♦ commitment to service and vocation
Residential Life
Mission Statement

To create a healthy, safe and thriving environment where students can gain experience, be involved and develop their interpersonal, academic and leadership potential.

Residential Life Goals

1. Assist residents with their adjustment to living with roommate(s) and floor/house residents.

2. Help residents learn to accept responsibility for self and personal actions.
   a. Assist with the development of self-management, health and wellness skills.
   b. Assist with the development of balancing life’s pleasures and responsibilities.

3. Encourage residents to get involved with and provide leadership to residential activities.

4. Work with students to develop a sense of respect for self, others and property.

5. Help residents learn civility and gain an understanding of diversity.
RA JOB DESCRIPTION

MISSION
Resident Assistants (RAs) and House Resident Assistants are an integral part of Carleton College's Residential Life staff. The Resident Assistants assist in creating a healthy, safe and thriving environment where students can gain experience, be involved and develop their interpersonal, academic and leadership potential.

GOALS
- Assist residents with their adjustment to living with roommate(s) and floor/house residents.
- Help residents learn to accept responsibility for self and personal actions.
- Assist with the development of self-management, health, and wellness skills.
- Assist with the development of balancing life’s pleasures and responsibilities.
- Encourage residents to get involved with and provide leadership to residential activities.
- Work with students to develop a sense of respect for self, others and property.
- Help residents learn civility and gain an understanding of diversity.
- Develop the best small college residence life program in the Midwest.

Resident Assistants are provided with opportunities to enhance and acquire skills in areas such as: interpersonal communication, organization and time management, group/educational programming facilitation, conflict resolution, and leadership development. The Office of Residential Life Staff provides resident students with a healthy and safe living and learning environment, supporting the educational goals of the students and the institution.

EXPECTATIONS
As a residential life staff member, the Resident Assistant assumes a number of roles that facilitate a healthy quality of life in college residential communities. With primary responsibility as a resource person for the residents in his/her community, the Resident Assistant position includes the following roles:

Community Development/Education
- Introduce and orient students to the residential community and its services, facilities, staff, and functions.
- Encourage a positive community living environment supportive of academic achievement.
- Foster an environment that embraces diversity and celebrates differences within the community.
- Communicate the importance of observing safety and security precautions and procedures.
- Serve as catalysts to initiate and promote activities that develop community.
- Assess the needs and interests of residents and plan activities accordingly.
- Plan, implement, and evaluate educational and social programs each term that encourage the development of students.
• Collaborate with other student leaders, such as Student Wellness Advisors and Intercultural Life Peer Leaders, to develop programs for the term.

• Involve students in planning social and educational activities for the floor and the residence hall through Hall Community Board.

**Peer Advisor/Resource**

- Provide information to students concerning College resources, functions, and policies.
- Refer students, as appropriate, to various College offices.
- Build a rapport with residents to help facilitate open lines of communication for questions, problems, and concerns.
- Be an active listener for students experiencing academic and/or personal difficulties.
- Provide emotional support for residents and other staff.
- Treat confidential information with sensitivity and integrity.
- Be on duty periodically on weekends to ensure staff availability/visibility for the community, to provide a safety net, and to meet student needs during the weekend.

**Role Model**

- Model behavior and values, both in the residential community and beyond, which are consistent with the Residential Life philosophy.
- Abide by all College policies.
- Help students become aware of the College's expectations of them as expressed in the Student Handbook.
- Inform residents of the rationale for College policies and procedures, including the potential consequences of violating them.
- Communicate that College policy and any resulting discipline are designed to challenge and support students to live responsibly within the residential community.
- Address known violations of College policy.
- Consider principles of fairness and concern for the community and the individual when responding to policy violations.
- Encourage residents to exercise responsibility through active participation in assisting with policy decisions, addressing disruptive behavior, mediating conflict within the community, and evaluating the residential life program.
Administrative Assistant

- Assist the Hall Director with tasks related to effective building/house management; i.e., key distribution, lockouts, occupancy reports, room condition reports, and other items assigned by the Hall Director relating to the management of safe and well-maintained residence halls and houses.
- Assist with opening and closing responsibilities each term.
- Submit weekly reports to Hall Director to keep him/her informed regarding your community.
- Submit Facilities Work Requests online whenever maintenance or repair is necessary.
- Assist with fire drills once per term.
- Review safety inspection guidelines with residents and complete safety inspections for student living areas.
- Submit all completed reports on time.

TIME COMMITMENT

The Resident Assistant position is a substantial time commitment. While it is difficult to give an hour/week expectation, time requirements will demand skill in time management to allow optimum academic and extra-curricular participation. As such, academic good standing and flexibility toward outside commitments are needed. Resident Assistants' time commitments include:

- Preference given to candidates that will be on campus the entire academic year.
- Participating in Fall Training and on-going staff development sessions.
- Assisting the Hall Director with term openings and closings; i.e., RAs are expected to be on campus after halls/houses close for breaks and prior to hall/house openings at the beginning of terms.
- Maintaining frequent contact with the Hall Director throughout the week. Primary supervision of each Resident Assistant rests with the Hall Director in each residence hall. In all roles that the Resident Assistant will assume within the residence hall or house, the Hall Director/Resident Assistant relationship will be of primary importance. A comfortable working relationship is crucial to providing support and developing a cooperative team approach to community issues. Open communication is necessary to create and maintain an effective team atmosphere. Regular and continuous updates of hall/house activities and other information will be essential.
- Attending meetings - individual meetings with the Hall Director, weekly staff meetings, and committee meetings.
- Spending quality time with residents. Being in touch with students in the community. Maintaining accessibility and visibility within the community by visiting residents, spending time in your room with the door open, attending community activities, etc.
- Share duty from 9 p.m. to 7 a.m. on weekends.
- Assisting with department processes, i.e., room draw, and RA selection.
- Participating in ongoing evaluation of the Resident Assistant program, residential life procedures, and personal job performance.
Due to the 24-hour per day nature of the Resident Assistant position, each staff member is encouraged to set aside time to renew themselves. Typically, Resident Assistants remain on campus throughout the term. Should time away from campus be desired, the specific request should be coordinated with the Hall Director in advance to ensure continuous support for the residents and fairness within the staff.

**EVALUATION PROCESS**

Resident Assistants are evaluated through ongoing, formal and informal, contact. It is expected that this level of frequent communication between the Resident Assistant and Hall Director will enhance the overall relationship, resulting in an atmosphere of ongoing trust and honest feedback. Resident Assistants will be formally evaluated twice during the academic year by their Hall Director. Based on written evaluations from community members, the Hall Director will give written and verbal feedback to each Resident Assistant. The formal evaluation process is included to promote self-understanding and growth. Accordingly, the Resident Assistant is expected to participate actively.

A Resident Assistant may be dismissed from the position if his or her actions conflict with the policies of the department or the College, if the Resident Assistant does not fulfill the requirements of the position as listed in the job description and/or if he or she is not meeting expectations. Dismissal may also result if the Resident Assistant is placed on academic probation.

**ADDITIONAL INFORMATION: HOUSE RA POSITION**

The Carleton housing system offers unique housing options to students in over 30 houses and apartments in and around the Carleton neighborhood. House RA positions offer a variety of leadership opportunities that differ from a traditional RA position. As a house RA, you would have the option of several different types of residential communities within the Carleton house system. Each position brings with it unique opportunities to create a community and serve as a resource person for house and/or apartment members.

The RA positions in the Village Apartments, Huntington House, Rice House, Allen/Wilson House and the Stadium are considered “modified RA positions.” RAs serving in those locations have the flexibility to work up to five hours in another campus office, serve in another campus leadership position, or spend that extra time on other interests or academic time commitments.

**BACKGROUND CHECK**

Due to recent legislation passed in the State of Minnesota, criminal background checks are required for all current and prospective Carleton employees who would have access to student rooms. Background checks will include fingerprinting of all staff members for comparison with State of Minnesota and FBI records. A background check would not be conducted until after the Resident Assistant position is offered and accepted by the applicant. Employment as a Resident Assistant will, therefore, be conditioned upon applicants being free from disqualifying felony offenses.
RESIDENCE HALL DIRECTOR POSITION DESCRIPTION

Carleton College provides housing for 1650 students in nine residence halls, thirty houses, and nine townhouse apartments. The Hall Director is a live-in staff member who works with the staff and students to develop a comfortable living and learning environment and assists individuals with their personal development. As a member of the Residential Life Staff within the Division of Student Life, the Hall Director will serve in many capacities including the roles of a community builder, educator, adviser, supervisor, and administrator. In these roles the Hall Director helps to shape the quality of the residential experience for the students.

The Department of Residential Life supports the educational goals of the students and the mission of the college. The residential living - learning environment is designed to enhance student growth and development through individual and group experiences in the following areas:

- Community Living
- Value Formation and Confirmation
- Healthy Relationships
- Diversity Awareness and Appreciation
- Goal Setting and Achievement
- Holistic Development

In order to reach these goals, specific responsibilities of the Residence Hall Director include:

**Supervision**

- Conduct weekly meetings with Resident Assistants to provide information and supervision and to assist with residential issues.
- Provide effective training, individual consultation and formal evaluations throughout the year.
- Provide on-going feedback, advice, and support to staff and student leaders.
- Encourage the achievement of specific goals and objectives in relation to the RA position.
- Serve as liaison to other student leaders living in residence.
- Participate in the annual pre-academic year orientation and training for Hall Directors and Resident Assistants and in the development programs offered throughout the year.
- Attend weekly departmental meetings and monthly division meetings.
- Fulfill assignments given by the Residential Life central office staff in relation to the above duties.

**Community Development**

- Be visible in the hall, viewed by residents as available and approachable.
- Be an effective role model, demonstrating the values appropriate to community living.
- Assess student needs and interests on a continual basis.
- Advise the Hall Community Board.
- Assist students in developing personal responsibility for their actions and respect for the rights of others.
- Establish an atmosphere conducive to studying.
- Develop, encourage and participate in activities and programs in the hall.
- Enforce College community standards as outlined by the Dean of Students office and the Student Handbook.
- Assist students with individual problems through advising, counseling and referral.
Administration

- Collect and disseminate Residential Life information.
- Manage crises and participate in the Residential Life on-call system. Serve as the building liaison in emergency situations.
- Complete weekly reports, term reports and end of the year reports.
- Communicate with custodial services, maintenance, and campus security services regarding building issues.
- Assist with the opening and closing of residence halls. Be available on campus before the halls open each term and remain on campus until all areas are closed and closing activities are completed at the end of each term.
- Assist the department with the coordination of fire drills, fire safety inspections, and safety related issues.
- Provide assistance to the central office regarding accurate building rosters, room changes and facility issues.
- Assist in the hiring processes of Resident Assistants and Hall Directors.
- Perform other duties as assigned within the Office of Residential Life.

Campus Liaison

- Work 10 hours per week in a collateral assignment in another Student Life office (positions vary and differ from year to year).
- Become familiar with campus resources for student referrals, program development, and staff/student leader training.
- Establish a working relationship with Wellness Center and the Multicultural Affairs Office to prevent and resolve student problems.
- Work with the custodial staff to ensure student support and clean facilities.
- Work within the Division of Student Life on committees, task force groups and special projects.
- Encourage and initiate interaction among residence hall students, faculty, staff and others.

Remuneration

The Hall Director position is a full-time 11-month salaried appointment. In addition, a furnished apartment within the assigned residence hall and a meal plan (during regular dining operation) will be provided. Hall Directors are expected to work with the Residential Life central office staff on special projects. Generally these projects fall in the areas of staff development and training, staff selection, programming and publications, and housing operations. (Once appointed, HD's may use their apartment continuously until they leave employment with the Office of Residential Life.)

Qualifications

The Office of Residential Life seeks candidates with a master’s degree and previous residence hall experience and/or student government, campus activities, counseling, or other related experience. All Hall Directors must be committed to working with individuals and groups of traditional aged college students in a residential setting. In addition, the Hall Director must be available to work on evenings and weekends. The successful candidate will have the opportunity to establish new programs and interact closely with students.
Office of Residential Life Responsibilities

The Office of Residential Life will provide the Hall Director with the support, training, resources, and leadership necessary to carry out their responsibilities. Opportunities for professional growth in counseling, advisory and administrative skills will be provided through peer and supervisory support. The Hall Director can expect to receive feedback and evaluation regarding job performance and professional growth on a regular basis. The Office of Residential Life is committed to assisting and supporting the Hall Director in the pursuit of their career goals.