

STUDENT LABOR POSITION DESCRIPTION**Student Life– Residence Halls**

Most Recently Updated 03/05/99

Position Title: Residence Hall Coordinator
Must work 15 hrs/wk.

I. Grade Level: 6**II. Description:**

A. The following are the essential duties for a Residence Hall Coordinator in Student Life:

1. Advises, guides, and trains all Residence Hall Staff members.
2. Serves as a role model for the student body.
3. Leads discussions on the value of community living
4. Is responsible for the building in the absence of a collegium member.
5. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
none beyond those deemed essential above

III. Learning Opportunities:

- A. Building maintenance procedures.
- B. If Grade 6, develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community context; development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowledge and value commitments; living the values of Berea's commitments.
- C. Becomes very well informed about many types of safety issues (fire safety, date rape, tornado warnings, etc.).
- D. Council students with serious issues/problems.
- E. Take part in House Councils/Hall Judicials.
- F. Perform team functions as determined by the hall staff.

IV. Basic Qualifications:

- A. General: Strong leadership ability; commitment to developing a cohesive community
- B. Skill: A positive attitude of respect toward everyone
- C. Physical: none
- D. Academic: Student must be in Good Standing (no probationary status);

V. Desirable Qualifications:

- A. Understanding that this is a primary position with no opportunity for a secondary position.
- B. Commitment to abide by all College policies; pledge to confront and report any policy violations.
- C. Attendance at all training sessions throughout the year.

VI. Narrative Summary:

Student provided leadership and guidance to members of the student body and to other members of the dormitory staff. Student stood as an example of what a Berea College student should be. Student espoused the principles and values held as important by the college. Student also helped create and maintain a pleasant, safe living environment in the dormitories. In addition, student performed additional job-related duties as assigned.