

**Wesleyan University**  
**Office of Residential Life**  
**Job Description**

**Head Residents (HRs)**

Head Residents (HRs) are directly supervised by an Area Coordinator, and assist with various administrative, programmatic and supervisory responsibilities. The Head Resident plays an active role in student learning outside of the classroom through the oversight of the residential curriculum, and on-going individual and group interaction. All position responsibilities are performed in conjunction and consultation with the Area Coordinator. Head Residents are vital in establishing a community environment conducive to maximum academic, personal, and social development; maintaining healthy and safe living conditions; and providing overall support of the mission of Residential Life. Head Residents are an integral part of the leadership team of Residential Life.

**Core Duties:**

**Staff Development**

- Assist the Area Coordinator in providing support, structure, direction, guidance and feedback to the Resident Advisors, House Managers, and/or Community Advisors to ensure that they perform their responsibilities as effectively as possible.
- Participate in recruitment, selection, and evaluation of student-staff.
- Assist with, and participate in, pre-service and in-service training.
- Coordinate educational and social activities for student staff.
- Work to create an environment of acceptance and inclusion amongst staff members. Foster a respect for difference of opinions, expressions and identities.

**Community Development**

- Work with staff to create a sense of community and mutual respect within the living unit through an emphasis on Departmental learning goals and outcomes.
- Be available, approachable and visible to student staff in assigned area of responsibility to assist with personal, social, and academic needs, as well as general resources.
- Assist the staff in educating residents about community standards, including the Code of Non-Academic Conduct, and the processes of the Community Standards Board as outlined in the Student Handbook.
- Assess, represent and advocate for student needs.
- Assist with or handle crisis intervention as necessary.

**Education**

- Support the community development efforts of staff members; assist the RAs/HMs/CAs with the assessment, planning and implementation of effective learning strategies.
- Actively support unit council and/or resident-initiated programming, as well as encourage participation in other University-sponsored events.
- Coach student staff regarding the execution of learning outcome driven initiatives.

**Communication/Administration**

- Provide timely communication with the Area Coordinator by reporting incidents, concerns, and solutions related to both the staff and the residents, including submissions of reports when requested.

- Attend weekly staff meetings and regular individual (one-on-one) meetings with your Area Coordinator.
- Follow-up on phone calls, texts, and e-mail on a daily basis.
- Coordinate and assist in the administration of such procedures as opening/check-in at the beginning of each semester, closing and securing of the area at the end of each semester, scheduling staff duty, tracking of learning strategies, and other tasks as outlined by the office of Residential Life.
- Remain on campus until all residential areas are closed (specific dates outlined in the Head Resident contract).
- Be available during emergencies to assist in assuring the safety and security of residents. At the discretion of the Director of Residential Life, this position may be deemed essential during emergencies. This means that while other students may be encouraged to vacate campus, Reslife student staff are required to remain at Wesleyan to assist in community response.

### **Advising/Counseling/Referral**

- Advise and consult with student staff regarding residents' social, educational and academic concerns; initiate appropriate referrals.
- Assist students in resolving situations of concern; remain professional and respect confidentiality while keeping supervisors updated and informed.
- Make appropriate referrals to campus resources or personnel.
- Act as a mediator and facilitator in disputes and conflicts. Use appropriate channels and resources in attempting to resolve the problem.
- Recognize when a concern is beyond a staff member's level of comfort and competence; provide guidance, support, and resources available for resolving these situations.
- Assist other University personnel in the early intervention for resolving situations or conflicts.
- Address and report inappropriate conduct.
- Listen to others, and respect the rights of all residents by observing confidentiality except where it would result in harm to a student, to others, or to University property.
- Respond promptly and professionally in crises; know appropriate protocol as outlined in the Staff Manual.

### **Overall Expectations:**

#### **Selection and Training**

- Return to campus in advance of the full staff each semester (specific dates are outlined in the contract) for a comprehensive training session.
- Take a leadership role in the implementation of Full Staff training, including holding all staff accountable for attendance and participation at all sessions.
- Serve as a role model to staff by acting in a manner that is responsible and will not impair one's ability to participate fully in training sessions.
- Participate in all staff selection-related activities as appropriate, including recruitment, interviewing, and training.
- Co-facilitate training sessions for full staff, including review of materials before training begins.
- Assist in the recruitment, selection and interview processes for para and professional staff.

#### **Job Performance**

- Act in accordance with the philosophy, objectives, and standards of the University and the Office of Residential Life; maintain a standard of personal conduct commensurate with the responsibilities of this position. Understand that Head Residents are representatives of Wesleyan University and role models at all times. Being a good role model includes but is not

limited to situations involving alcohol consumption, and participation in public forums and electronic communities.

- Conduct oneself in accordance with the University's policy prohibiting discriminatory harassment and sexual misconduct. Do not begin an amorous, sexual or intimate relationship with staff members in your area of responsibility, and notify your supervisor if already in such a relationship.
- Adhere to University policy as well as local, state, and federal laws.
- Maintain satisfactory academic and judicial status as outlined in the Staff Manual.
- Participate in a formal evaluation process at least once each once per academic year. Informal evaluation should occur regularly between the Head Resident and the Area Coordinator.
- Understand that any job performance deemed unsatisfactory will be handled in accordance with the progressive discipline process as outlined in the Staff Manual.

### **Remuneration**

- Each Head Resident will receive a stipend of \$13,147.10 paid out in equal installments. Paychecks are monthly.

### **NOTE**

- Student staff members in Residential Life should be prepared for evening and weekend responsibilities, both during training and the academic year.
- Student staff members are expected to learn and practice effective time management. Staff members will not be released from job-related responsibilities unless there are clearly unforeseen circumstances that make such a request prudent and reasonable. As in the rest of life, staff are expected to balance competing priorities by planning ahead, and exercising responsible and timely decision-making skills. Any staff member who is struggling to balance their responsibilities should notify their Area Coordinator for assistance to resolve the problem before it becomes overwhelming.
- Student staff members should consult with their supervisor before committing to other activities or additional employment.
- Each summer the central staff members in the Office of Residential Life will review departmental policies and procedures to ensure that we are best serving the Wesleyan community. Changes may be made to this job description based on review findings.

### **Minimum Qualifications**

- Applicants must have full-time enrollment status at the University, and must have junior class standing by the date of employment.
- Applicants must be in good academic standing and have at least one semester of prior working experience as an RA/HM or CA at Wesleyan.

### **Preferred Qualifications**

- Preference will be given to applicants with senior class standing by the date of employment, and who have demonstrated leadership experience, as well as a desire to serve as a role model, and assist peers.

## **Terms of Employment**

- ResLife student staff will adhere to all policies of the University. ResLife student staff must be United States citizens, permanent residents, or valid F-1/J-1 student visa holders. All ResLife student staff must reside in University housing during their contract period.

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