

Residence Education Student Staff Position Description

As a student staff member of University Housing-Residence Education, you will positively contribute to Southern Illinois University Carbondale by assisting in the creation of a supportive, inclusive, and secure living-learning environment that complements and supports the academic mission of the university. The following position description applies to all student staff members. There are also addendums outlining specific duties for each position. *Please be sure to read and understand both the general description and your position addendum.*

The duties outlined in the general position description and the addendum for your position constitute only some of the time expectations and are in addition to the informal time required of the position, including but not limited to time spent living in the hall, studying, or doing personal business while still being available to respond to the needs of residents. A unique aspect of the Residence Education student staff position is a large portion of job duties are carried out during the evening and weekend hours. *Additional responsibilities may vary depending on placement and needs of the department and/or community. Student staff members are expected to complete all duties as assigned by their supervisor or other professional staff members in University Housing.*

- Student Support
 - Be a role model and advocate for personal success. Encourage residents to develop and enhance successful academic and personal/interpersonal skills.
 - Know university academic and personal support services. Assist residents in identifying, understanding, and utilizing university resources dedicated to developing student success, making referrals as appropriate.
 - Respect and maintain confidentiality regarding student information and concerns both academic and personal.
 - Maintain appropriate boundaries with residents.
 - Demonstrate a high level of self-awareness.
 - Demonstrate effective listening and reflection skills.
 - Maintain interactive educational and informational passive and active programming as instructed by your supervisor.
- Community Building
 - Know, recognize, and build relationships with all members of your community.
 - Encourage residents to be an active participant of the community, respect the rights of others, and to approach one another with concerns.
 - Assist residents with getting to know each other and help foster healthy relationships amongst them.
 - Demonstrate an accepting, inclusive attitude towards all lifestyles, backgrounds, identities, and personalities.
 - Encourage others to celebrate areas of diversity, inclusivity, multiculturalism, and social justice.
 - Engage in open dialogue and share in perspective taking.
 - Take initiative to develop and maintain positive and collaborative staff relationships, contribute to the team, and share workload.
 - Work collaboratively with University Housing staff in your area and across campus.

- Support Black Togetherness Organization, National Residence Hall Honorary, and Residence Hall Association programming and initiatives.
- Be knowledgeable of and appropriately role model the Student Code of Conduct, Resident Handbook, and other campus policies.
- Be available in assigned area of responsibility and visible in the building on a regular basis.
- Time Commitments
 - Attend weekly staff meetings on Tuesdays from 8 p.m. to 9:30 p.m.
 - Participate in all trainings, staff meetings, and professional development as directed by supervisor or department.
 - Participate in Fall and Spring Residence Education Student Staff recruitment and staff selection processes.
 - Assist with University Housing initiatives.
 - Assist as needed with campus-wide event efforts, including but not limited to Saluki Startup, Weeks of Welcome, Open Houses, Scholarship Weekends, New Student Orientation, Salukis in Unity, the Big Event, and other campus events.
- Administrative Duties
 - Uphold the highest level of professionalism in your position.
 - Complete job tasks and assignments thoroughly, appropriately, and in a timely manner.
 - Be on time and prepared for training sessions, staff meetings, and other required events.
 - Share openly about residents and personal needs with your supervisor in regular one-on-one meetings.
 - Be aware of and communicate the rationale behind SIU, University Housing, and Residence Education policies and procedures.
 - Check SIU Carbondale email daily, acknowledging or replying to job-related emails within 24 hours.
 - Successfully complete evaluations each semester of employment, including a self-evaluation.
 - Actively seek out opportunities for personal and professional development.
- Qualifications
 - Must currently be living on campus at SIU or have one year (two semesters) of university housing residential living experience by the time you begin work.
 - Undergraduate applicants must have earned 26 credit hours by the time of appointment.
 - Maintain a minimum cumulative GPA of 2.80 and 2.50 semester GPA at the time of application and throughout employment.
 - Be a full-time student (undergraduate 12 or graduate 9).
 - Remain in good academic, conduct, and financial standing at the time of application and throughout employment.
 - Any exceptions to the qualifications are at the discretion of the Director of Residence Education.

Academic Peer Advocate Position Description Addendum

The academic peer advocate (APA) position plays an essential role in the academic success of our residents. The position requires an individual who is acutely sensitive to the needs of students, can be flexible yet reliable regarding time demands, can perform essential administrative tasks, is sensitive to diversity, and has a genuine desire to be of service to others. The APA role is to support the mission of University Housing in connecting residents to campus resources that support student success. The APA works in unison with resident assistants, community assistants, hall directors, and other staff to create a positive living-learning environment that focuses on personal development and academic success.

- Academic Support
 - Conduct academic intervention meetings with residents as instructed by your supervisor.
 - Perform proactive student outreach when specific intervention opportunities have not been assigned.
 - Foster understanding of academic processes for residents (course withdrawal dates, registration, academic advisors, etc.).
 - Collaborate with living-learning community (LLC) initiatives and academic units.
 - Advertise, support, and assist LLC events.
 - Meet the needs and interests of residents through intentional academic events.
- Administrative Duties
 - Prepare and submit accurate reports by the deadlines assigned by supervisor or administrative staff (i.e., Advocate, Saluki Cares, and SAFE Reports).
 - Understand and utilize emergency procedures appropriately.
- Time Commitments
 - Prepare for traditionally busy weeks of providing intrusive academic interventions by rearranging schedule/other activities as needed for these busy weeks.
 - Work 10 hours per week during the academic year on average. Trainings that occur during non-academic periods will require additional hours.
- Remuneration
 - Furnished single room valued at approximately \$6292 for the academic year. A meal plan is not provided as part of APA compensation.
 - APAs are provided a pre-tax stipend totaling \$600 that is distributed monthly August through May (*pro-rated for August and May).
 - APAs are permitted to work up to 10 additional hours at an on-campus job with approval from the Director of Residence Education.
 - Meals are provided during training activities, as appropriate.
 - IMPORTANT: Your eligibility for some financial aid may be affected by accepting the position. If you are currently receiving financial aid, it is YOUR responsibility and HIGHLY recommended to check with your financial aid advisor before accepting a student staff position.

Community Assistant Position Description Addendum

The community assistant (CA) position plays an active role in building an inclusive and supportive community. A CA should have a genuine desire to be of service to others, be sensitive to the diversity of residents within the community, maintain flexibility regarding time demands, and perform essential administrative tasks. The position requires an individual who is acutely sensitive to the needs of apartment community residents (Evergreen Terrace, Elizabeth Street, and Wall & Grand). These residents tend to be non-first year students and include our graduate and non-traditional residents in family housing.

- Student Support
 - Interact regularly with residents to assess their needs and connect them with resources.
- Community Building
 - Build an inclusive and welcoming community where all members can live, learn, and thrive.
 - Encourage residents to organize activities, be an active participant of the community, respect the rights of others, and approach one another with concerns.
 - Mediate conflicts and assist residents with conflict resolution when necessary.
 - Complete all duties in the resident engagement model as instructed by supervisor.
- Administrative Duties
 - Prepare and submit accurate reports by the deadlines assigned by supervisor or administrative staff (i.e., Advocate, Saluki Cares, and SAFE Reports).
 - Maintain and ensure security of all keys/equipment provided by University Housing.
 - Assist with departmental processes including hall opening, breaks, and closing (requires staff to arrive earlier than buildings open and stay after buildings close); roommate agreements; student staff selection; inspections; housing reapplication; departmental surveys; evaluations; room condition reports; maintenance requests; health and safety checks; and other tasks as directed by your supervisor.
- Time Commitments
 - Serve in evening duty rotation weekdays and weekends from 4:30 p.m. to 8 a.m.
 - Work 10 hours per week during the academic year on average, not counting hours on duty. Training sessions that occur during non-academic periods will require additional hours.
- Remuneration
 - Compensation package provides a furnished room in the apartment community without charge. A meal plan is not provided as part of CA compensation.
 - CAs are provided a pre-tax stipend totaling \$1200 that is distributed monthly August through May (*pro-rated for August and May).
 - CAs are permitted to work up to 10 additional hours at an on-campus job with approval from the Director of Residence Education.
 - Meals are provided during training activities, as appropriate.
 - IMPORTANT: Your eligibility for some financial aid may be affected by accepting the position. If you are currently receiving financial aid, it is YOUR responsibility and HIGHLY recommended to check with your financial aid advisor before accepting a student staff position.

Resident Assistant Position Description Addendum

The resident assistant (RA) position plays an active role in building an inclusive and supportive community. An RA should have a genuine desire to be of service to others, be sensitive to the diversity of residents within the community, maintain flexibility regarding time demands, and perform essential administrative tasks. The position requires an individual who is acutely sensitive to the needs of residence hall community residents. The RA position is comprised of various responsibilities that include engaging with residents, building community, attending meetings and one-on-ones, and completing administrative work. Each of these will require varied time commitments and constitutes only some of the time expectations in the position.

- Student Support
 - Interact regularly with residents to assess their needs and connect them with resources.
 - Meet with each resident regularly throughout the semester to provide mentorship and assistance.
- Community Building
 - Build an inclusive and welcoming community where all residents can live, learn, and thrive.
 - Encourage residents to organize activities, be an active participant of the community, respect the rights of others, and approach one another with concerns.
 - Mediate conflicts and assist residents with conflict resolution when necessary.
 - Complete all duties in the resident engagement model as directed by supervisor.
 - Demonstrate commitment to development of living-learning communities (LLCs) through building positive relationships with campus partners, creating and implementing experiential opportunities that support the theme of your community and inspiring residents to be active participants. Attend monthly LLC meetings and other gatherings as instructed by supervisor.
 - Regularly and proactively share meals with students in SIU dining facilities as well as assist in upholding behavioral expectations of students in the dining units.
 - Support campus partners and other entities of University Housing.
 - Culinary & Nutrition Services, Facilities, and Operations are our partners in delivering the comprehensive residence education experience. As such, there will be no tolerance of negative or disparaging comments about any aspect of Culinary and Nutrition Services, Facilities, or Operations from any University Housing staff.
 - Collaborate with living-learning community (LLC) initiatives and academic units.
 - Advertise, support, and assist LLC events.
- Administrative Duties
 - Prepare and submit accurate reports by the deadlines assigned by supervisor or administrative staff (i.e., Advocate, Saluki Cares, and SAFE Reports).
 - Maintain and ensure security of all keys/equipment provided by University Housing.
 - Assist with departmental processes including hall opening, breaks, and closing (requires staff to arrive earlier than buildings open and stay after buildings close); roommate agreements; student staff selection; health and safety inspections; housing reapplication; departmental surveys; evaluations; room condition reports; maintenance requests; and other tasks as directed by your supervisor.
- Time Commitments
 - Serve in evening duty rotation weekdays and weekends from 4:30 p.m. to 8 a.m.

- Work 15 hours per week during the academic year on average, not counting hours on duty. Training sessions that occur during non-academic periods will require additional hours.
- Remuneration
 - Furnished single room and a Saluki Anytime Dining Plan valued at approximately \$14,276 for the academic year.
 - RAs are provided a pre-tax stipend totaling \$1200 that is distributed monthly August through May (*pro-rated for August and May).
 - RAs are permitted to work up to 5 additional hours at an on-campus job with approval from the Director of Residence Education.
 - IMPORTANT: Your eligibility for some financial aid may be affected by accepting the position. If you are currently receiving financial aid, it is YOUR responsibility and HIGHLY recommended to check with your financial aid advisor before accepting a student staff position.