

Student Hall Coordinator Job Description

Application Requirements:

1. Minimum of one year on-campus residency at Simpson College.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. Previous employment in a residence life program preferred.

SHC Requirements:

1. SHC's are expected to maintain their current semester and cumulative grade point average.
2. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term).
3. Abide by the policies of Simpson College and Residence Life.
4. Employment is for a full academic year and contingent upon clearance by Financial Aid.
5. On-campus employment is encouraged. It is recommended that off-campus employment be limited to an average of 10-15 hours per week.

Staff Responsibilities:

ADMINISTRATIVE ROLE:

1. Coordinate the daily operational procedures in the hall, including but not limited to: resident records, maintenance concerns, various staff and hall council administrative tasks, and financial records.
2. Assist the Area Coordinator in the supervision of 4-9 Community Advisors. Act as team leader. Serve as a resource for CAs in areas such as student concerns, staff issues, programming, etc.
3. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
4. Assist in the education of residents on emergency procedures and the evacuation of the hall during emergencies. Be part of the in-hall/in-area duty rotation.
5. Interpret, enforce, and support college policies. Mediate, address, and follow-up as appropriate.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

COMMUNITY DEVELOPMENT:

1. Promote community within the hall by being visible, knowing the name of every resident, & regularly interacting with residents.
2. Assert yourself as an advisor to the hall council through preventive, supportive and informative advising.
3. Support and motivate the CA staff in the implementation of hall, floor, and general Residence Life program activities.
4. Be an effective listener and communicator. Act as an educational resource and provide referrals when appropriate.
5. Be present in the hall most evenings and weekends. Schedule one weekend off each month with AC.

PROGRAMMING ROLE:

1. Assist the AC with one of their collateral assignments.

Additional Expectations:

*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

*Serve as a role model to other students.

*SHCs are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Director of Residence Life, or Associate Dean of Students.

*SHCs are expected to notify and/or obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

Remuneration

* SHCs receive a stipend equal to standard room and board plus a furnished apartment.

The Student Hall Coordinator position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume.