



Residential PROGRAM (RPL)

Student Support

- Support students socially, academically, and emotionally
- Create and nurture a fun and engaging learning environment
- Assist students in their transition to on-campus living and acclimation in the Pre-College Program
- Host and keep a schedule of **weekly "Floor Meetings"** to connect with students
- Monitor student engagement levels during programs and provide helpful commentary
- Chaperone and lead students to off-campus programs or excursions
- Be patient, caring, understanding, flexible and adaptive to students needs and concerns
- Ensure students feel heard, appreciated and willing to engage during programs/activities
- Project a positive image and maintain high professional standards as a representative of Pre-College Programs
- Be knowledgeable and aware of campus resources to serve as an advocate and referral to students

Programming

- Create and implement a weekly programming schedule for students that:

Encourages a welcoming, open and appreciative community

Highlights useful and informational topics

Builds on our social, psychological, academic learning objectives

- Host at least five (3) programs weekly, which includes Saturday and Sunday. (On and Off-campus)
- Promote programs by designing and posting flyers and/or videos
- Create a welcoming atmosphere for students by designing door decs and floor bulletin boards

Collaboration

- Serve on small group committees to plan programs, special events, or affinity clubs
- Work closely with fellow Academic Leaders on student of concern academic or social needs
- Work closely with campus partners such as Well-Woman, Community Safety, Healthcare Services, CARDS (Center for Accessibility Resources and Disability Services), Events Management, Beyond Barnard, Student Life and Residential Life

Communication

- Check-in with your supervisor and the Pre-College professional staff frequently
- Discuss expectations and program guidelines with students prior to start of each program
- Notify supervisor of concerning or disruptive student behavior expeditiously
- Build a working relationship with your building Access Attendant
- Liaise with Community Safety on special events such as Welcome Day and Move-in and Move-out
- Liaise with the college mailroom on students missing packages or mailing questions

Administrative

- Assist Senior Program Assistant and supervisor with answering general student questions
- Complete program post-assessment forms within 24 hours
- Complete curfew log by deadline given
- Complete program planning forms by deadline provided
- Monitor survey/sign-up responses from students interested in upcoming programs
- Adhere to deadlines set by supervisor and professional staff of Pre-College programs
- Complete forms related to facilities, community safety, excursions, duty etc. by the given deadline

Residential

- Work with Pre-College Team on planning, managing and overseeing all aspects of Move-in, Move-out and Orientation
- **Serve on an on-duty schedule, responding to policy violations, behavioral issues and resident concerns**
- Conduct detailed building/unit arrival checks prior to check-in and vacate inspections after check-out
- Work assigned Check-in stations and carry-out various duties during Welcome Days for participants
- Host mediation meetings between residents
- Communicate and liaise with Facilities on maintenance issues
- Work closely with Community Safety on building rounds, curfew checks, and hall inspections

On-Campus Duty

- **Participate in a rotating on-call duty schedule with fellow RPLs**
- Manage Curfew "Roundup" and room checks
- Review check-in and check-out logs ensuring that all students are accounted for
- Conduct rounds and inspection during duty
- Familiarize, communicate and enforce community standards, residential and college policies
- Respond to violations within expected timeframe using the provided duty phone
- Remain accessible and present on-campus during duty
- Complete required duty logs, incident reports and documentation by the stated deadline
- Follow-up with involved parties after all duty situation
- Remain flexible and available as the presence of all staff members may be needed on campus in cases of emergencies such as power outages, storms or time deemed important for safety reasons

Other duties as assigned

Terms of Employment

Appointment: This appointment is from Sunday, June 19, 2022 through Sunday, August 14, 2022
Selected staff members will be employed until July 28, 2022

Compensation: Review in Barnard Works

- On-campus housing (during duration of appointment)
- On-campus dining plan (during duration of appointment)

Work Hours: This is a part-time position not to exceed 20 hours per week, work hours will be discussed with supervisor.

Mandatory Meetings:

- Training: Monday, June 20 – Friday, June 24, 2022
- Student Move-in/Orientation: June 30 and July 1 and *July 24 and 25, 2022
 - * For staff selected to work during summer session II programs

Weekends: Staff will be required to work certain weekends throughout their appointment, weekend hours will be discussed with the immediate supervisor

RPLs are expected to be present and active for check-in/check-out and orientation

Qualification

- Current Barnard College student in good academic standing
- Current Sophomore or Upperclassman
- Current or former Resident Assistant or Residential Hall Director preferred
- Relevant experience working in a student-facing departments such as Residential Life, Student Life or Admissions