Connecticut College
Office of Residential Education and Living

Housefellow Agreement 2016-2017

Connecticut College Honor Code

*We will never, by any selfish or other unworthy act, dishonor this our College; individually and collectively we will foster her ideals and do our utmost to instill a respect in those among us who fail in their responsibility; unceasingly we will strive to quicken a general realization of our common duty and obligation to the College. And thus in manifold service we will render our Alma Mater greater, worthier, and more beautiful.*

Qualifications:

- Leadership potential as shown through past leadership experiences, recommendations, and a desire to build community
- Commitment to personal growth
- Sensitivity and genuine concern for other students that would compel one to form relationships with every resident assigned
- Strong interpersonal, critical-thinking, and communication skills
- Demonstrated supervisory skills
- Must have at least a 2.50 cumulative average and be considered a full-time student, and must maintain a 2.50 cumulative average to stay on staff
- Must be in good academic, conduct and social standing.
- Housefellows cannot hold other significant peer leadership positions (e.g. SGA president or chair, student advisor, etc.)
- Are expected to inform, discuss and confirm approval from the Director of Residential Education and Living before assuming any additional employment or internships prior to accepting the position

Summary of Position Responsibilities

**Leadership**

Housefellows are responsible to serve as the lead administrator for his/her house. The Housefellow is the leader who sets the direction for the house. This leader is the first person residents, Floor Governors, Independent Living Coordinators, custodians and other concerned community members should approach regarding house related issues.

**Leader**

- Lead all Floor Governors and Independent Living Coordinators on their designated staff
- Provide feedback to Area Coordinator related to performance of Floor Governors/ILCs
- Keep FGs/ILCs motivated and working toward house goals
- Ensure all FGs/ILCs meet program requirements
- Serve as resource to FGs/ILCs in the performance of their duties
- Delegate tasks as necessary to achieve house related commitments/traditions.

**Lead Administrator**

- Serve as the lead administrator to the house to various college offices and in particular for the Office of Residential Education and Living
- Serve as a liaison between house community and college administration
- Work with other Housefellows on area related or campus related issues or programs
- Maintain house budgets (REAL, SOFO, etc.) – necessitates passing SOFO exam/open account
Student Development
Facilitating a positive community is an integral part to achieving the goals of Residential Education. In order to create a positive community Housefellows must develop individual relationships with each student in their house and a community valuing respect for others, and celebrating the differences each person brings to the community. Housefellows will ensure the facilitation of community development through meaningful individual interactions with residents, regular meetings, and programs.

Community Development
- Work with house staff to create and implement a Community Development Plan (CDP)
- Connect residents to one another and to the building community
- Develop communities focused on learning and the academic success of each student
- Assist the Office and work with Floor Governors/ILCs in creating a positive house and campus community
- Encourage acceptance and promote inclusive communities
- Assist in the development of community standards
- Encourage involvement, civic engagement, and social responsibility
- Work with Floor Governors/ILCs to ensure a healthy balance of house and floor programs, academic, wellness and recreational programs, and house traditions
- Encourage residents to respect the campus community by enforcing and upholding the Honor Code
- Assist in the formation of House Council and consistently support their endeavors
- Connect with first year residents through four one on one Camel Chats, to be completed throughout the academic year

Programming
- Together with their Floor Governors/ILCs, set the programming goals of the house (CDP)
- Encourage residents to participate in program planning and implementation
- Work closely with House Council when facilitating programs in the residential house
- Assumes leadership for all house wide traditional programs with the Floor Governors/ILCs
- Approves the use of public spaces in the house
- The Housefellow role prohibits the purchase or serving of alcohol by a Housefellow for any house function
- Follow the guidelines of the off-campus event policy and do not transport residents in personal vehicles

Resident Relationships
- Assist residents in their development as students and individuals
- Serve as a resource for general questions and concerns
- Assist Floor Governors with the resolution of roommate conflicts as necessary
- Be available, visible, and accessible to residents
- Actively build relationships with other residents in the building

Peer Resource
- Assume an active role in the orientation and successful transition of first year, transfer and international students at the beginning of each semester
- Assist residents in their adjustment to a roommate, and assist Floor Governors/ILCs with mediations as necessary
- Be aware and sensitive to the needs and concerns of residents while serving as a resource and liaison for those in need of information, guidance or referrals to college offices on academic, personal and social issues
- Be aware of the limitations of the Housefellow role and refer residents to the appropriate college staff including Area Coordinators, Counselors, Deans, faculty members and others as appropriate
Problem Solving
To achieve the goals of Residential Education and Living, the Housefellow must approach all situations in an educational manner showing care and respect for all students. The Housefellow role in responding to student concerns and crises will allow staff to maintain a positive community, to build relationships with students, and the community at large. Housefellows can potentially be one of the first lines of response in working with student and community concerns. Due to the private nature of crisis situations, staff must maintain strict privacy with student information.

Privacy
- Approach all situations in an educational manner, showing care and respect for all students.
- Respond to student concerns and crises to maintain a positive community, build relationships with students, and the community at large.
- Student staff must maintain strict privacy of student issues and should only share pertinent information with supervisors and authorities, not other students.

Conflict Resolution
- Help develop an atmosphere in which students have concern and respect for the rights of others
- Empower and educate students to resolve and mediate low-level conflicts on their own
- Mediate conflicts amongst residents as they arise
- Report more serious conflicts/issues to Area Coordinator, or Campus Safety.
- Keep Floor Governors/ILCs informed as appropriate.

Community Management
- Understand and maintain familiarity with protocols
- Respond to incidents as they occur on the floor and in the building
- Complete necessary paperwork involved in documenting the incidents
- Report situations requiring immediate attention to appropriate supervisor(s) or on-call person immediately
- Follow up with residents after an incident

On-Call Coverage
- Provide on-call coverage for the building on a rotating basis with the other HF/FGs/ILCs in your area or building pair with two HF/FGs/ILCs on-call for the area Sun-Wed from 8:00pm-1:00am, and two HF/FGs/ILCs on-call per building pair for Thurs-Sat from 8:00pm-2:00am.
- The on-call coverage requires student-staff members to be available in their rooms while on call and have their Connecticut College voicemail set up
- Complete rounds to build relationships with students and address community damaging behaviors
- Work in coordination with Campus Safety and Administrator On-Call to address concerns
- Assist with lock-outs
- Housefellows are asked to remain on campus for large campus events, including, but not limited to: Fall Weekend, Festivus, Floralia, and Camelympics

Uphold Policy
- Understand and uphold all College and residence hall rules, regulations, and policies
- Use an educational and creative approach to address policies with students as well as the impact of their behavior
- Address policy violations consistently and document consistently
- Maintain consistency and fairness when dealing with all students in the building
- Document student concerns and notify the Area Coordinator as appropriate
- Uphold and maintain the Honor Code at all times

Administrative
As a Residential Education staff member, Housefellows are expected to be integral part of the staff team and to participate in the work that supports the development of inclusive and safe communities. To facilitate the
development of a staff team, Housefellows must work cooperatively with all staff within the building and the department. Providing support, responding to facility concerns promptly, and completing the necessary paperwork are some of the ways a Housefellow will achieve being a good team member.

**Facility Oversight**
- Support and work cooperatively with the Physical Plant staff
- Report problems with facilities or damage to the appropriate Physical Plant staff
- Assign damage responsibilities to individual(s)/floor/building
- Encourage resident interaction with Physical Plant staff
- Empower students to personally report maintenance problems
- Assist in the facilitation of the room change process
- Assist in key distribution during opening periods
- Share ongoing or serious facility concerns with Area Coordinator and Floor Governors/ILCs

**Safety**
- Maintain safety of the building by closing fire doors, being aware of location of fire extinguishers and pull alarms
- Remain aware of fire drill and fire emergency protocols
- Cooperate with Campus Safety and other personnel during emergencies to communicate missing students, etc.
- Report safety violations (broken windows, broken doors, etc.) in a timely manner

**Staff Expectations**
- Support the mission of the Office of Residential Education and Living
- Work cooperatively with fellow staff members to create a positive presence in the residence halls
- Ensure that community bulletin boards are maintained with pertinent campus community information
- Attend all trainings and meetings designated by supervisor
  - Return for pre-service training in August
  - Return for in-service training in January
  - Attend and participate fully in all staff meetings
  - Complete weekly reports and attend 1:1 meetings with designated supervisor
  - Attend functional meetings as deemed appropriate by supervisor (e.g. House Council, etc.)
- Participate in staff selection and recruitment
- Assist with opening and closing residence halls at the beginning and end of each semester, as well as during vacation periods - necessitates being the first students on campus and the last students to leave
- Complete specified reports and paperwork in a timely manner
- Complete and maintain all Room Condition Reports and Binder
- Consistently check and maintain Connecticut College email address
- Check mailboxes in the Office of Residential Education and Living on a daily basis
- Conduct house occupancy reports when requested
- Work with Floor Governors to conduct room condition checks before opening
- Assist in staffing and response to planned and unplanned college programs, athletics, and world events
- The Housefellow position is a live-in position, and as such Housefellows are expected to sleep in their own room most nights. Housefellows are expected to communicate when they will be away from campus with their Floor Governors/Independent Living Coordinators and Area Coordinator, with no building having less than one person available every night.