Connecticut College
Office of Residential Education and Living

Independent Living Coordinator 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
- 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 and social standing.
- Independent Living Coordinators 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

Student Development
Facilitating a positive community is an integral part to achieving the goals of the Office of Residential Education and Living. In order to create a positive community, Independent Living Coordinators must develop individual relationships with each student in their houses/apartments and develop a community valuing respect for others, and celebrating the differences each person brings to the community. Independent Living Coordinators will facilitate community development through having meaningful individual interactions with residents, regular meetings, and programs.

Community Development

- Connect residents to one another and to the floor and building community
- Develop communities focused on learning and the academic success of each student
- Assist Housefellow and work with other Independent Living Coordinators in creating a positive House and campus community
- Encourage acceptance and promote inclusive communities
- Assist in the development of community standards and housemate expectations
- Encourage involvement, civic engagement, and social responsibility
- Share responsibility for House Council
- Encourage residents to respect the campus community by enforcing and upholding the Honor Code
Programming
- Provide programs based on the assessed needs of the house/apartment community
- Assist Common Interest groups in meeting the programming goals of their community
- The Independent Living Coordinator role prohibits the purchase or serving of alcohol by a Independent Living Coordinator for any house function
- Follow the guidelines of the Off-Campus Event policy and do not transport residents in personal vehicles.

Resident Relationships
- Build meaningful relationships with every resident in the community
- Assist residents in their development as students and individuals
- Serve as a resource for general questions and concerns
- Assist with the resolution of roommate/housemate conflicts
- Be available, visible, and accessible to residents
- Actively build relationships with other residents in the building
- Keep Housefellow and Area Coordinator aware of concerns in your apartment/houses

Peer Resource
- 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 Independent Living Coordinator role and refer residents to the appropriate college staff including Area Coordinators, Counselors, Deans, faculty members and others as appropriate.

Administrative
As a Residential Education staff member, Independent Living Coordinators 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, Independent Living Coordinators must work cooperatively with all staff within their area and the department. Providing support, responding to facility concerns promptly, and completing the necessary paperwork are some of the ways a Independent Living Coordinator will achieve being a good team member.

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.
- Be the first line of response in working with student and community concerns
- 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 Housefellow, Area Coordinator, or Campus Safety
Community Management
• Understand and maintain familiarity with protocols
• Respond to incidents as they occur in the houses and apartments
• Complete necessary paperwork involved in documenting the incident
• 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's/ILCs in your area with one HF/ILC on-call for the area on Thurs-Sat.
• The on-call coverage requires student staff members to be available in their houses/apartments 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 Housefellow with the management and implementation of the lock-out policy
• Independent Living Coordinators are asked to remain on campus for large campus events, including, but not limited to: Fall Weekend, Festivus, FloraMaria, Camelympics

Uphold Policy
• Understand and uphold all College and house/apartment 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 area
• Document student concerns and notify the Housefellow
• Uphold and maintain the Honor Code at all times.

Facility Oversight
• Support and work cooperatively with the Physical Plant staff
• Report problems with facilities or damage to the appropriate Physical Plant staff
• 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 Housefellow

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 procedures
• 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
• Maintain a community bulletin board 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
- 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
  - Consistently check and maintain Connecticut College email address
  - Conduct house/apartment occupancy reports when requested
  - Complete Room Condition Reports of each house and individual space
  - Assist in staffing and response to planned and unplanned college programs, athletics, and world events
  - The Independent Living Coordinator position is a live-in position, and as such Independent Living Coordinators are expected to sleep in their own room most nights. Independent Living Coordinators are expected to communicate when they will be away from campus with their Housefellow and Area Coordinator.