



RESIDENTIAL LIFE

GUSTAVUS ADOLPHUS COLLEGE

Collegiate Fellow Position Description

The Collegiate Fellow position is a student leadership position in the Department of Residential Life. The role of the Collegiate Fellow is to create a safe, open and welcoming environment on campus for all students. The Collegiate Fellows primary function is to complement the College mission by building authentic relationships with students. Collegiate Fellows serve as professional representatives of the college and must support the goals, objectives, and philosophy of the Department of Residential Life and the educational mission of the College.

A student serving as a Collegiate Fellow must possess qualities essential to the fostering of individual and community development for students living in residence halls. Collegiate Fellows serve as role models for their residents, must be confident in their ability to confront potential policy violations, be nonbiased in their approach to mediating roommate conflicts, and strive to create a community that supports the development of individual identity while respecting the dignity of all people.

Responsibilities

As a residential life staff member, the Collegiate Fellow assumes a number of roles in order to facilitate a healthy quality of life in college residence halls. They assume all expectations listed in the CF position description. The CF position is focused in four areas:

Community Catalyst – Collegiate Fellows intentionally foster community by:

- Implementing the Residential Learning Plan, including, but not limited to:
 - Personal interaction with all floor/section members
 - Promoting and executing Learning Plan activities
 - Participating in passive activities and social media efforts outlined by Residential Life
 - Assessing the needs of their floor/section and creating opportunities for social interaction as appropriate
- Assisting with initial peacekeeping, mediation and conciliation of interpersonal conflicts within the residence hall
- Serving as a resource for those seeking to develop activities and events for the hall

Student Proponent – Collegiate Fellows support student success by:

- Acting as a positive role model for students on and off campus
- Providing effective referrals to various services
- Advise, counsel and listen to residents
- Monitor staff concerns about individual students or situations
- Advocate for students or groups being marginalized
- Actively recruiting and regularly communicating with the Hall Council Representative(s) for your floor/section
- Assisting in Collegiate Fellow recruitment and selection

Housing Liaison – Collegiate Fellows assist in maintaining the integrity of housing by:

- Assisting students in understanding the College's residential mission and community living policies
- Processing hall records, including, but not limited to:
 - Room Condition Reports
 - Roommate Agreements
 - Room Change Forms
- Assisting with key distribution
- Conducting health and safety checks as scheduled
- Assisting in hall openings and hall closings
- Completion of Occupancy and J-Term/Spring Semester reports
- Submission of maintenance requests as appropriate
- Assist the Central Office in the distribution of all posters/publicity approved by the department and see to the upkeep of posting spaces in assigned hall(s)
- Fulfillment of other administrative tasks as deemed appropriate and necessary by Residential Life

Safety and Security Advocate – Collegiate Fellows create a safe and secure environment by:

- Understanding, abiding by, and enforcing College Policies
- Actively participating in and completing hall duty requirements as outlined during staff training
- Appropriately manage all departmentally provided keys according to the expectations of the Area Coordinator
- Responding appropriately to emergencies

Time Commitment

In addition to completing the tasks listed above, Collegiate Fellows have additional commitments including:

1. Attending regular (minimum of 2 a month) one-on-one meetings with the Area Coordinator
2. Attending weekly staff meetings
3. Attending all time commitments outlined in the CF Working Agreement
4. Maintain availability, visibility and accessibility to residents and staff in assigned residence hall

Collegiate Fellow Relationships within the Residential Life Staff

1. **Area Coordinator** - In all roles that the Collegiate Fellow will assume within the residence hall, the relationship with the Area Coordinator will be of primary importance. A comfortable working relationship between these two people is crucial to providing support and developing a cooperative team approach to hall issues. Open communication is also important to being an effective team. Regular and continuous updates of hall activities and developments are emphasized.
2. **Other Student Staff** - Student Staff members are expected to develop a positive working relationship with other student staff members in their own building, as well as become acquainted with those in other halls in order to build a more cohesive, productive, campus-wide residence life program. Collegiate Fellows are expected to follow these expectations and role model positive relationship building within and between staffs.

Evaluation

The evaluation process is ongoing, with both formal and informal contact. It is expected that regular communication (multiple times per week) between the Collegiate Fellow and the Area Coordinator will greatly enhance the overall relationship, resulting in an atmosphere of trust and honest feedback.

The Area Coordinator is responsible for one formal evaluation of the Collegiate Fellow in the fall. The Area Coordinator will give written and verbal feedback based on written evaluations from the hall residents. The formal evaluation process is included to promote self-understanding and growth, and as such, the Collegiate Fellow is expected to actively participate. Student staff members will also be given the opportunity to give feedback to their Area Coordinator. Upon review by the Area Coordinator and/or the Assistant Director of Residential Life, a staff member may be dismissed from their position if his or her actions conflict with the policies and/or procedures of the Residential Life office or the college. This applies to all campus and Residential Life policies.

Minnesota State law requires that an individual hired for this position must clear a criminal background check. This check will be done after hiring at the college's expense.

Compensation

The Department of Residential Life will pay for the Collegiate Fellow room assignment, minus \$1315.* The Department of Residential Life will determine the room assignment. Collegiate Fellows residing in a standard double room will have the option of having a roommate. Collegiate Fellows residing in apartments/suites will need to fill the other sleeping rooms to capacity. If a Collegiate Fellow in an apartment/suite cannot identify enough other roommates, Residential Life will fill the remaining beds. In addition, free expanded basic cable service, priority registration for January Interim Experience courses, and a room draw bump for the Fall semester immediately upon successful completion of employment are provided. Compensation for the Collegiate Fellow position may affect Financial Aid award and we encourage all that apply to work with the Financial Aid Office to determine how this will affect their financial aid.

* Collegiate Fellows will pay \$1315 for their room assignment, billed at \$657.50 per semester.