

Senior Student Staff (S3)

The Assistant Area Coordinator (AAC) or FRAD Program Assistant (FPA) are considered Senior Student Staff (or S3) positions. Under the supervision of the Area Supervisor, the S3 has the responsibility for assisting with administrative tasks, supervision, and development of the student staff team. Both AACs and FPAs serve as members of the Senior Student Staff leadership team and advocates for the needs and concerns of their area staff and residents to the Residence Life staff.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the S3 position should be the principle non-academic activity. Co-curricular and extracurricular activities should not conflict with the time needed to perform effectively as an AAC or FPA throughout the entire period of employment.

Minimum Qualifications and Position Requirements

- A minimum cumulative GPA of 2.75 is required. Must maintain a 2.75 cumulative GPA throughout employment. Candidates with a GPA between 2.5 – 2.75 are invited to apply and required to receive additional academic support if selected.
- At least two semesters of experience as a Housing and Residence Life Resident Assistant or FRAD are required to serve in this position. One of these must have been a fall semester.
- Have a positive financial, academic, and student conduct status with Housing and Residence Life and Furman University.
- **Be available from 5:30-7 p.m. each Tuesday evening of the semester** for in-service, committee meetings and staff meetings.
- Be able to commit 20 hours/week to the role. Some of the time will be scheduled meetings and shifts. The bulk of the time (10-15 hours) will be spent being available and responding to RAs.
- Must reside in an on-campus room designated by Housing and Residence Life.
 - Housing and Residence Life can adjust or modify your housing assignment in order to meet the needs of the university and department.
- Actively participate in online professional development activities over the summer.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in this job agreement.
- Return to campus early each semester to participate in training and opening duties.
 - Return to campus August 3, 2027 and begin training on August 4, 2027.
 - Return to campus early for the Spring 2028 semester—January 6, 2028.
 - Training is from 8:00 AM to 8:00 PM each day.
 - No time away is permitted during training and opening.
- Stay after the halls close to assist with closing duties in assigned area and North Village.
 - Stay through Winter Closing— December 16, 2027 at 5 PM.
 - Stay through North Village Spring Closing—May 7, 2028 at 5 PM.
 - Please note this is the day after graduation. All North Village RAs and Senior Student Staff Members are required to stay through 5 PM on May 7th.
- Staff members are required to participate in all assigned training, opening, and closing responsibilities. Staff members who fail to report for or complete required training, opening, or closing responsibilities, including failing to return to campus as required, will be required to reimburse the institution for the full stipend and housing discount provided for that semester.

_____*(initial here)* I understand the minimum qualifications and positions requirements outlined above. I have read and understood the dates I am expected to return to campus, participate in training, and stay until at end of semester. I am aware that I must be available and present for staff meetings every Tuesday from 5:30-7:00pm during the semester. Staff members are required to participate in all assigned training, opening, and closing responsibilities. Staff members

who fail to report for or complete required training, opening, or closing responsibilities, including failing to return to campus as required, will be required to reimburse the institution for the full stipend and housing discount provided for that semester.

Terms of Employment

- Term of employment is August 3, 2027 – May 7, 2028. This is a full year commitment.
- Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities. Will not student teach, study abroad, hold assistantships or accept any major elected or appointed office during term of employment.

Remuneration and Benefits

All student staff members receive a semesterly stipend as compensation for their role, which is paid out in bi-weekly intervals per the Furman University Student Employment payroll calendar.

Each Senior Student Staff Member will receive a 100% housing discount and a \$3,100 stipend per semester. Additionally, all SSMs are awarded a \$50 stipend in August for completion of Summer online training modules.

Responsibilities

Leadership

- Responsible for providing support and acting as a resource for 4-12 student staff members.
- Hold bi-weekly one-on-one meetings with assigned student staff.
- Conduct weekly staff meetings with assigned student staff.
- Track programming requirements for assigned student staff.
- Advise student staff in programming efforts in accordance with area community development model(s).
- Address performance concerns with assigned student staff as directed by the professional supervisor.
- Update area supervisor of student staff progress and resident issues in the communities.
- Participate in performance evaluations for assigned student staff.
- Create an inclusive and welcoming environment for all students.
- Participate, be engaged, and be visible in the community.
- Regularly attend student staff programming events to provide support and guidance.
- Role model positive personal, academic, and job-related behaviors.
- Communicate professionally and appropriately with all residents, prospective residents, and Furman staff/faculty as a Housing and Residence Life representative.
- Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain's Office, etc.) and make referrals to appropriate campus resources as needed.

Administration

- Hold desk shifts during the week if necessary for your area.
- Complete check-in/check-outs as directed by the area supervisor.
- Perform routine key audits as directed by the area supervisor.
- Check all forms of communication daily and respond in a timely manner. This includes email, SyncDIN, SSM mailboxes, etc.
- Manage, respond to, and complete various reports including, but not limited to: weekly reports, programming forms, incident reports, time away requests and room condition reports.
- Attend regularly scheduled meetings including: weekly one-on-ones with their area supervisor, staff meetings with the Residence Life staff and other Senior Student Staff, and weekly RA meetings.

- Use financial resources and other supplies purchased by Housing and Residence Life for activities supporting the departmental mission. Adhere to all University and departmental purchasing guidelines and approval processes.
- Use only the usernames assigned for your use. Give priority to Residence Life-related work when using office computers. Use access for S3 role, not personal use.
- Assist in emergencies, drills and other assigned duties such as end-of-semester closing inspections.
- Share confidential information only with the appropriate people and in the appropriate situations, as warranted by the S3 position.
- All S3 are required to have time away approved by the area supervisor or designee. S3 are permitted three nights away per month. **Time away is not permitted during Staff Training, Staff Meeting, In-Service Training, Housing Opening, and Housing Closing.**

Policy Enforcement

- Understand, explain, and support all Furman University policies by consistently confronting behavior that disrupts the community.
- Complete incident reports immediately.
- Serve in a weekly duty rotation and respond appropriately to crisis situations. Submit daily report while on duty.
- Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.
- Role model appropriate resident behavior by following all Housing & Residence Life policies, Student Conduct Code, and local, state, and federal laws.
- Role model responsible alcohol use and adhere to the University's alcohol policy, as published in the student handbook.
- ***Refrain from responding to job related responsibilities after consuming substances that may impair your judgement.***
- Respond at all times to situations, even when not on duty or when in another complex.
- Notify appropriate professional staff when concerned with student behavior.
- Notify appropriate professional staff immediately if a significant event occurs or an outside agency responds (Furman University Police, Greenville County Police, Travelers Rest Fire Department and/or Paramedics).

Staff Selection and Training

- Assist the Residence Life Team with the planning and implementation of staff selection, training and retreats.
- Lead sessions during Student Staff Member training as requested by the Residence Life Team.
- Work with area supervisor to provide ongoing training and development for student staff.
- Attend all SSM Training and In-Services, including Fall and Spring SSM Training occurring before the start of the academic semester.

Staff Function

- Portray a positive attitude, enthusiasm, and pride for the S3, RA, and FRAD positions.
- Support Housing and Residence Life and the student staff team.
- Refrain from engaging in romantic and/or sexual relationships with other staff members where there is a supervisory relationship and individuals for whom they are directly responsible.
- Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Maintain positive working relationships with fellow staff members, other Housing and Residence Life staff, and Furman faculty and staff.
- Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
- Work with area supervisor to mediate conflicts between staff members.
- Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life and the Division of Student Life.

- Understand Housing and Residence Life can adjust or modify your housing assignment in order to meet the needs of the university and department.

Assistant Area Coordinators Only

- Oversee area office in conjunction with other AACs and perform other administrative tasks including but not limited to the following:
 - Coordinate area office schedule.
 - Maintain an adequate supply of necessary forms and office materials.
 - Keep the office neat and presentable.

Statement of Ethical Standards for Housing and Residence Life Staff

I value and understand my role as a **Leader**. In order to best fulfill this role, I will:

- Seek to understand peoples from whom I am different;
- Demonstrate behaviors that accept and appreciate all individuals;
- Educate myself on issues impacting residents, fellow team members, and all Furman University students;
- Offer constructive ideas and/or suggestions that promote the needs and/or wants of our community; and
- Confront behaviors that infringe upon the rights of others.

I value and understand my role as a **Community Facilitator**. In order to best fulfill this role, I will:

- Create a welcoming environment that strives to meet the needs of all members;
- Encourage community members to establish healthy relationships among themselves and resolve conflicts;
- Support and implement programs which address community needs;
- Recognize the rights and responsibilities of residents and strive to be educational when administering the Student Conduct Code; and
- Educate myself and others on how an individual impacts the entire community.

I value and understand my role as an **Individual**. In order to best fulfill this role, I will:

- Strive to achieve and maintain balance within all aspects of my life so that I am better able to provide service to our community;
- Share information with the appropriate people about personal relationships that may impact my performance, my decision making and/or place me in a situation where a conflict of interest may exist; and
- Accept and give feedback in a constructive manner to assist in the positive growth of all team members.

I value and understand my role as a **Learner/Educator**. In order to best fulfill this role, I will:

- Seek out teachable moments in my advising, supervision, and student responsibilities;
- Strive to be a lifelong learner;
- Offer educational opportunities that foster growth and development;
- Support others in their learning process;
- Share information only when I am confident of its accuracy; and
- Be open to new perspectives and experience.

I value and understand my role as a **Role Model**. In order to best fulfill this role, I will:

- Represent the Department of Housing and Residence Life and Furman University in a manner that supports our mission;
- Abide by all federal, state, and local laws, and conduct myself in a manner that represents the spirit of these laws;
- Adhere to all university policies and respond appropriately to all violations;
- Create opportunities to serve the communities to which I belong;
- Act in a responsible manner when making decisions that impact the department financially;
- Make decisions that positively impact those affected; and
- Respect privacy by sharing information only in the context of helping and/or enforcing policy.

I value and understand my role as a **Team Member**. In order to best fulfill this role, I will:

- Support the mission of this team in acceptance of individual, departmental, and institutional values;
- Seek opportunities to lead and follow and recognize when to do one or the other;
- Strive to be efficient;

- Provide challenge and support appropriately;
- Work to develop and maintain cooperative relationships with other team members; and
- Participate actively and positively within the community.

Termination & Resignation

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

Agreement

I have read and acknowledge the Senior Student Staff Agreement. By signing this agreement, I understand all that is expected and required of me as a Senior Student Staff. I also understand I am giving permission to the Department of Housing & Residence Life to access my academic and discipline records and to discuss information relevant to my employment.

I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed. I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination. This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Life staff within training and throughout the year.

Signature of Senior Student Staff

Date

Print Name of Senior Student Staff

- ☐ Assistant Area Coordinator
☐ FRAD Program Assistant

Signature of Associate Director of Residence Life or Designee

Date

Print Name of Associate Director of Residence Life or Designee