

# Proctor Job Duties and Employee Agreement

The University of Kansas • KU Student Housing

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**General:** The Proctor holds an academic year, salaried, live-in position with KU Student Housing and reports to a Scholarship Hall Director, while serving as a primary facilitator for a community of approximately 50 residents in a specified Scholarship Hall. The Proctor oversees student work shifts pertaining to hall operations, including general hall order and cleanliness. The Proctor performs administrative, programming, and paraprofessional advising functions along with their support and implementation of student development while promoting personal, community, and global responsibility.

## Our Mission

Building learning-centered communities through individual support and respect

## Our Central Values

We advance KU's mission with:

- Engaging communities
- Vibrant physical spaces
- Effective administration

## Inclusion Statement

We proudly commit to preparing our students and staff to thrive in a global community. We seek to understand and affirm all identities we serve to develop a culture where individuals challenge assumptions and engage in open discourse. Through representative staff and equitable policies we will continue to serve the evolving needs of our diverse communities.

## Required Qualifications

- Have at least 2 semesters of residential group living experience and 30 completed credit hours by the time of employment.
- Must be a full-time student with KU enrollment in no more than 18 undergraduate hours, or no more than 9 graduate hours per semester.
- Maintain a minimum 2.50 KU cumulative GPA and be in good standing with the University and Student Housing for the duration of their employment.

## Preferred Qualifications

- Have previous living experience in the KU Scholarship Halls.

## Position Expectations

- Serve as a representative of KU Student Housing, Student Affairs, and the university.
- Demonstrate a commitment to the Mission, Values, and Inclusion Statement of KU Student Housing.
- Demonstrate a willingness to learn and an appreciation for various identities, including the ability to show respect for others' cultures, rights, feelings, and property.
- Demonstrate a commitment to personal integrity, such as modeling good judgment, ethical behavior, and adherence to laws and policies.
- Demonstrate positive interpersonal communication skills.
- Support and be a resources for hall openings/closings, room changes, and other initiatives.
- Promote community building by maintaining a welcoming room space. At times you may be expected to hold individual meetings with residents in your room.
- Participate in regular staff meetings, meetings with supervisor, ongoing departmental communication and training, and an annual performance evaluation processes.
- Positively engage and contribute during staff meetings, trainings, retreats, programs, etc.

- Be available to stay on campus and work during academic break periods.
- Communicate with supervisor to request up to 10 nights off per semester. A night off is defined as any night the Food Board Manager does not return to their building/room by 2:00 a.m.
- A Food Board Manager is subject to possible progressive discipline up to and including termination in the event that they violate any policies, procedures and regulations of Residence Life, and of The University of Kansas, including, but not limited to, the Terms and Conditions of the KU Student Housing Contract, Student Code of Rights and Responsibilities, Office of Human Resources and the Housing Handbook.

### **Responsibilities**

- Assign and train residents for all student work shifts in the hall.
- Work with students and your Scholarship Hall Director to provide students accommodations to their shift expectations as needed for personal and medical circumstances.
- Educationally document residents through the Judicial Board process for not meeting shift expectations.
- Monitor and maintain adequate inventory of bathroom, kitchen, and cleaning supplies.
- Update and evaluate descriptions of student work shifts in conjunction with the Food Board Manager.
- Unless otherwise unavailable in a scheduled class, attend and participate in all hall meetings.

Academic Support: The Proctor will demonstrate academic support in the following ways:

- Model positive academic behaviors, and keep academics as a priority.
- Create a floor/building community that is conducive to academic success and studying, e.g., maintain/enforce quiet/courtesy hours, encourage study groups, make educational bulletin boards about academics, encourage residents to talk to faculty, promote tutoring, etc.
- Engage in academic success interventions and intentional one-on-one conversations with students consistent with departmental requirements and learning outcomes.
- Understand university support services/resources and refer students when necessary.
- Identify and offer assistance to residents with personal, academic, health, and other needs.

Administration: The Proctor will demonstrate administration in the following ways:

- Be flexible and willing to do other duties as assigned.
- Complete all administrative tasks fully and punctually. Tasks include but are not limited to submitting facility service requests, answering emails, and submitting incident reports.
- Respond to requests for information and resident follow up as requested in a timely manner.
- Check and empty mailbox each business day.
- Read and respond to all communication.
- Communicate respectfully and effectively with residents, senior staff, and fellow staff members.
- Maintain confidentiality with sensitive student information at all times. Do not discuss resident issues with peers or other residents. Discuss resident issues with your supervisor.

Community Development: The Proctor will demonstrate building community in the following ways:

- Encourage responsible behavior by demonstrating ethical conduct and enforcing University of Kansas and KU Student Housing regulations and policies.
- Know residents' names within the first 2 weeks of fall and anytime there are new residents moving onto your floor.
- Facilitate suite/roommate agreements with every resident on the floor. Provide opportunity for, revisit and revise throughout the year as needed.
- Plan social activities and floor bonding opportunities for residents on a regular basis throughout the year to encourage interpersonal and inclusive group interactions among residents.
- Collaborate with other staff members and hall council to create programming opportunities for residents throughout the year.
- Support hall council by attending hall council events and promoting hall government on the floor.
- Implement educational and social programs.

- Complete attendance and enrollment interventions with residents.
- Facilitate roommate/apartment agreements with each resident in your community.
- Hold community meetings.
- Facilitate intentional interactions with residents regularly.
- Complete bulletin boards with pre- and post-components as detailed in departmental lesson plans.
- Participate in University sponsored events as assigned, e.g. Convocation, Hawk Week, Common book activities, The Big Event, etc.
- Be aware of facilities needs and enter Service Requests promptly for any facility related issues.

Inclusion: The Proctor will demonstrate a commitment to inclusion in the following ways:

- Educate residents about diversity issues through the implementation of the departmental residential curriculum; including but not limited to passive and active means. This may include creating and posting bulletin boards, holding conversations, hosting/attending cultural events, and supporting campus events.
- Participate and engage departmental trainings and continued learning on the subject of diversity and inclusion.
- Role model inclusion through engaging in dialogue with residents, staff members, and senior staff, as well as engaging in personal reflection.
- Address actions and words that our limit efforts towards creating an environment that supports and encourages the acceptance of diversity.
- Maintain an inclusive floor community environment, including a personal room space that is welcoming of all residents.
- Assess needs and concerns of residents through regular contact and communication.
- Contact senior staff immediately to report any incidents of bias.

Policy Enforcement: The Proctor will demonstrate policy enforcement in the following ways:

- Educate residents about policies throughout the year.
- Document all policy violations consistently.
- Encourage residents to hold each other accountable for their actions.
- Follow up with floor residents following policy violations.
- Keep senior staff informed of all crisis incidents as they happen.
- Respond promptly to student issues, conflict conflicts, mediation needs, and crisis situations.
- Respond to emergencies immediately, follow appropriate protocol.
- Participate in duty coverage as the complex first-responder. This includes carrying an on-call phone on night and daytime duty, completing duty rounds, and responding to issues as they arise.

**Commitment:**

The Proctor position is salaried and Proctors are assigned duties which do not translate into specific hours worked per day or week. Incumbents are required to perform regularly scheduled duties, attend meetings, and be available to residents and KU Student Housing staff. All Proctors are expected to treat their Proctor appointment as a priority, ahead of other campus involvement. The position does not allow for involvement with academic practicum, internships, or regular student teaching. All co-curricular involvement and employment must be approved by the Complex Director prior to beginning appointment.

**Compensation:**

Room provided when the assigned hall is open. Meal plan provided during training and when dining halls are open. In addition, first-year Food Board Managers will be paid \$70.00 biweekly.

**Term of Appointment:**

August 4, 2017 for staff development and training, through May 13, 2018 Including academic break periods.

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\*I have read and understand what is expected of me in my role as a Proctor in KU Student Housing.

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Food Board Manager Signature

Date

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Complex Director Signature

Date