

MIDDLEBURY COLLEGE POSITION DESCRIPTION (2021-2022)

Position Title: February First Year Counselor (“FebYC”)

Department Name: Office of the Dean of Students

Primary Purpose:

February First Year Counselors (“FebYCs”) at Middlebury College serve as mentors to the Feb students who have been assigned to their residential space. Specifically, they are expected to foster the intellectual and personal development of Feb students and serve as the bridge that connects these students to other support services on campus. FebYCs are expected to forge personal connections with the residents in their assigned spaces and communicate with their supervisor about student issues. FebYCs must have a concrete understanding of the network of available resources on campus and a willingness to channel students to those resources.

Each student staff member must be a solid, positive role model – creating, facilitating, and maintaining a living and learning atmosphere that is conducive for individual student growth, as well as community development, within the residential unit. A proactive approach to working within a residential community is of foremost and critical importance. Building positive, healthy relationships with one’s residents from day one is key to this proactive approach. While it is the responsibility of student staff members to respond to problems as they arise, the staff member must first create an atmosphere of community in which individuals respect each other’s rights, property, and values.

Responsibilities:

Student Contact/Communication

FebYCs’ main role is to connect with residents. Throughout their term of appointment, FebYCs will:

- Get to know residents assigned to their residential space
- Be visible and available in those spaces
- Make themselves available to residents to assist with questions or concerns
- Lead regular meetings/community circles
- Follow up on resident and community concerns and facilitate conversations as needed
- Meet with residents one-on-one throughout their term of appointment
- Communicate with residents on behalf of Residential Life
- Inform residents of campus events and announcements
- Share confidential information concerning students only with appropriate college staff

Mentoring

FebYCs serve as mentors to Feb students. Throughout their term of appointment, FebYCs will:

- Support students on both an academic and personal level
- Connect students with academic support resources on campus
- Get to know residents and connect them with activities/groups/clubs on campus
- Support students in the transition to college

Community Building

FebYCs should connect their residents to the wealth of opportunities offered on campus and within their own community. Throughout their term of appointment, FebYCs will:

- Strive to develop an inclusive community, which promotes individual responsibility, mutual respect, and protects individual rights of residents
- Make students feel welcome in the community by creating personalized door decorations at the start of their term of appointment
- Actively support community and Residential Life events, and assist as required
- Schedule formal and informal community meetings throughout their term of appointment
- Inform students of events taking place, especially supporting weekend activities
- Develop programs for Feb students that arise from the interests of students or as a response to community concerns

Health, Safety, and Community Management

The health, well-being, and safety of students is our primary concern. FebYCs contribute to this work through fostering community and supporting individual students. Throughout their term of appointment, FebYCs will:

- Work together as a team to help support the health and safety of residents and foster a healthy and respectful living environment
- Conduct wellness check-ins with residents as needed
- Participate in community weekend coverage (may include Thursday/Friday/Saturday nights) and report policy violations in duty log
- Connect residents to appropriate resources in a timely manner
- Utilize the supervisor on call, Department of Public Safety, etc. in emergent situations
- Communicate concerns to the Residential Life team
- Foster students' accountability in relation to personal health, and safety concerns
- Report facilities issues (including residence hall damage) to Facilities, supervisors, and submit work orders as needed
- Follow emergency procedures in an appropriate and responsible manner
- Conduct fire safety checks
- Conduct room checks

Residential Standards

Throughout their term of appointment, FebYCs will:

- Conduct themselves in accordance with college policies and behave in a manner that supports the mission and values of Residential Life.
- Educate residents about residential and general college policies and refer as needed
- Establish community standards by which residents agree to abide
- Communicate and uphold residential standards and expectations regarding cleanliness (e.g., dishes, trash and other obstructions in the hallways, etc.), safety (e.g. avoiding and eliminating fire hazards, obstructions, etc.), noise, and behavior (including illegal drinking, drug use, etc.)
- Enforce noise standards: establish and articulate clear expectations regarding noise and noise complaints and resolve immediate problems (including intervention on noisy rooms and/or parties), and follow up as necessary
- Establish and communicate residence hall expectations surrounding in-room social gatherings and resolve issues as necessary
- Work with your supervisor as necessary on specific issues that may arise in residential spaces

Residential Life Training and Staff Development

FebYCs return to campus early for extensive staff training in August. It is important that FebYCs are present for all of fall training. Additional training sessions may also be offered throughout the year. Throughout their term of appointment, FebYCs will:

- Participate in on-going staff training and development during the academic year
- Attend weekly staff meetings during their term of appointment to discuss resident concerns, current campus information, staff issues and concerns, and programming initiatives
- Attend weekly/biweekly individual one-on-one meetings with their supervisor during their term of appointment to discuss support, student concerns, issues affecting their community, job performance, and any personal concerns that they or their supervisor would like to address

Orientation & Move-In

ResLife Staff members assist with Fall and Feb Orientation and Move-in for new and returning students. All ResLife staff members will:

- Be present on campus for fall move-in dates and entire orientation program
- Assist with fall move-in for pre-orientation groups and new students, as well as check-in for returning students
- Co-lead orientation groups during MidView, welcome new students, help them navigate campus, co-facilitate community-building circles and group activities, and participate in orientation programming as peer mentors and campus leaders
- Assist new students in course registration process and participate in educational orientation sessions as needed (ie, Honor Code, Pre-Advising, etc.)
- Attend formal College events during orientation, such as Convocation

Working Relationships

Throughout their term of appointment, FebYCs will work with the Residential Life team and other College staff to understand and support each other, provide each other with feedback, and establish a positive atmosphere in the community and buildings.

Stipend (tax eligible):

\$2,200

Typically credited in two payments: once in winter term and once in the spring semester.