

MIDDLEBURY COLLEGE POSITION DESCRIPTION (2021-2022)

Position Title: First Year Counselor (“FYC”)

Department Name: Office of the Dean of Students

Primary Purpose:

First Year Counselors (FYC) at Middlebury College serve as mentors to the First-Year students in their community. Specifically, they are expected to foster the intellectual and personal development of first-year students and serve as the bridge that connects these first-year students to other support services on campus. FYCs are expected to forge personal connections with the residents on their hall and communicate with their supervisor about student issues. FYCs 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

FYCs’ main role is to connect with residents. Throughout the academic year, FYCs will:

- Get to know residents on the floor/building
- Be visible and available on the floor and in the residence hall
- Make themselves available to residents to assist with questions or concerns
- Lead regular hall/floor meetings and community circles.
- Follow up on resident and community concerns and facilitate conversations as needed.
- Meet with residents one-on-one throughout the year
- 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

FYCs serve as mentors to first-year students. Throughout the academic year, FYCs 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

FYCs should connect their residents to the wealth of opportunities offered on campus and within their own community. Throughout the academic year, FYCs 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 the academic year (and when students move into your community)
- Actively support community and Residential Life events, and assist as required
- Schedule formal and informal floor/hall meetings throughout the academic year
- Inform students of events taking place, especially supporting weekend activities
- Develop, with fellow FYCs, a monthly program of events for first-year students that arise from the interests of students on the hall or as a response to community concerns

Health, Safety, and Community Management

The health, well-being, and safety of students is our primary concern. FYCs contribute to this work through fostering community and supporting individual students. Throughout the academic year, FYCs 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 the academic year, FYCs 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 all floor/building 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 the residence hall

Residential Life Training and Staff Development

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

- Participate in on-going staff training and development during the term of appointment
- Attend weekly staff meetings to discuss resident and building concerns, current campus information, staff issues and concerns, and programming initiatives
- Attend weekly/biweekly individual one-on-one meetings with your supervisor to discuss support, student concerns, issues affecting your floor/building, job performance, and any personal concerns that you or your 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 MiddView, 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 the academic year, FYCs 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):

\$4,550

Typically credited in three payments, once in the fall semester, once in winter term, and once in the spring semester.