

Residence Life Student Staff Position Description

Position Title: Upper Class Experience Liaison

Department: Residence Life

Reports To: Residence Director



RESIDENCE LIFE

Position Summary: Upper Class Experience Liaison's assist the Residence Director of their assigned team, as well as the Assistant Director of Residence Life for Upper Class Experience in providing support to Upper Class students, their fellow RA team, and in promoting the spiritual, educational, social, cultural, and emotional development of students.

Education Requirements: Have and keep a 2.5 cumulative grade point average. In addition, the UCL must be in good standing with the University including being free of academic, disciplinary and chapel probation.

Experience Requirements: Must have completed at least year as a Messiah University student.

Skills, Characteristics Required for Position:

- Demonstrate skills and characteristics necessary for a Resident Assistant and for providing support to Upper Class students.
- Lead in attitude through a cooperative spirit.
- Provide necessary support to supervisor, Residence Life Department and Messiah University.
- Maintain confidentiality regarding students, disciplinary issues, and/or university processes.
- Strong organizational and interpersonal skills as evidenced through the RA application process.
- Demonstrates mature commitment and understanding to the mission of Residence Life at Messiah University.

Special Working Conditions:

- Return to campus before Fall Semester to participate in RA Training.
- Assist with opening and closing of residence halls, including staying until halls close for Semester and Spring break and returning early for Spring Semester.
- Should be sufficiently free of other student leadership commitments in order to perform UCL duties.
- Assist with the implementation of *COVID-19 Life Together Expectations* for the campus community, serving as a 'campus influencer' in modeling, educating, encouraging, and holding other students accountable for compliance.

Primary Duties:

1. Complete responsibilities and expectations of the Resident Assistant position. See RA position description for details (Keep in mind some of the details related to having a floor of residents will not apply).
2. Give administrative leadership to educational and support tasks and procedures as assigned by the Residence Director or AD of Upper Class Experience.
3. Serve as the student representative for the Upper Class Area Team meetings on Tuesdays from 10:30-noon by attending for at least 20-30 minutes.
4. Support upper class Residence Directors with UCE area programming, modifying to be COVID-19 congruent and to provide virtual opportunities that allow for viewership on and off campus. This thoughtful programming must align with our residential curriculum that aims to meet our residence life outcomes and Institutional strategies/goals in partnership with campus offices, and includes passive programming.
5. In partnership with other Liaisons, take leadership of the social media pages for each UCE residence hall, being especially mindful to not post anything without prior permission from an RD, AD, or the DRL and in ensuring all content reflects well on Residence Life and Messiah University.
6. Develop appropriate intentional relationships with all building staff members and with UCE students.
7. Serve as a resource person to other UCE Resident Assistants and Senior Resident Assistants, including providing monthly educational content to be used for passive programming by RAs and RDs such as newsletter inserts, ready-to-print bulletin boards, etc. on the topics Spiritual Formation, Cultural Competence, Academic Success, Holistic Health & Wellness.
8. Partner with University Ministries, the Intercultural Office, Academic Success, Fitness Center, and the Engle Center to provide ongoing encouragement to UCE students and to plug opportunities.
9. Lead a professional development portion of a weekly RA staff meeting for each UCE team once a semester.
10. Provide administrative help to the AD of UCE and to the Director of Residence Life as needed, including assessment and data collection and compilation of UCE student needs/responses.
11. Other duties as assigned by Residence Director, AD of UCE, or the Director of Residence Life, including assisting Residence Life when students are placed in quarantine on campus.

Secondary Duties:

1. Encourage student involvement in campus wide organizations, activities, and offices.
2. As a CSA (Campus Security Authority) you have the "duty to report" instances where someone is considering or planning to cause harm to himself/herself or others. This includes suicidal thoughts. This is also includes any reports of sexual assault or abuse, assault, harassment of any kind and any other violations of Title IX anti-discrimination act.
3. Assist the Campus Events and Building and Facility Services staff in identifying facilities in need of repair or special custodial attention.
4. Other duties as assigned.