Lead Proctor Job Description (8 positions)

Appointment
August - May Academic Year
(Spring training will occur prior to full appointment in August)

Compensation
Full room remission for a single room for the year of appointment
Additional Stipend
Free car registration

Typical Duties & Responsibilities
Lead Proctors carry out all of the same duties and responsibilities as Proctors which are listed below and serve in a “first among equals role.” For each cluster of buildings, one Lead Proctor coordinates communication and oversees administrative tasks in the area such as monitoring the duty calendar, collecting all completed Room Condition Reports, and serving as the head of the building cluster’s phone tree.

1. Participate in all student staff training in August, January, and student staff development sessions throughout the year.
2. Open & close residence halls at all University breaks; this requires returning early each semester and staying an additional day at the end of each semester.
3. Serve in a duty rotation with other proctors for every night of each semester.
4. Respond to emergencies in and around the residence halls.
5. Document policy violations and violations of the EQB guide.
6. Develop community within residence halls through programming, hall meetings, and spending time with and mentoring residents.
7. Attend and participate in regular staff meetings and meetings with Area Coordinators.
8. Serve as a resource to residents in need and connect residents to other resources as appropriate.
9. Report facilities issues in residence halls to Physical Plant Services and respond to emergency facility issues in a timely fashion.
10. Staff the housing selection events in April for the following academic year.
11. Attend all major University functions and serve as additional support at special events.

Judgment Required
Lead Proctors will need to assess student and facility emergencies and determine when and who to call for additional support when on duty. Lead Proctors will need to be able to determine situations that require documentation and the proper method of documentation. Lead Proctors will need to be effective time managers and prioritize tasks and actions.

Budgetary Responsibilities
With their Area Coordinator, Lead Proctors will need to track programmatic spending for their building(s) and use the funds available to them responsibly.
Machines & Equipment Used
Lead Proctors must be able to use web-based technology to complete forms. When on duty, they must have access to and be able to use a telephone.

Job Specifications/Qualifications (minimum):
Currently enrolled undergraduate student (open to juniors and seniors) who have been proctors previously
Must have served as a proctor for two full semesters prior to becoming a lead proctor
No prior conduct record

Education
Completed four semesters of undergraduate study prior to becoming a lead proctor
Minimum cumulative GPA of 2.5

Experience
One year experience as a Proctor.

Note
This list is not exhaustive and is simply the foundation of the role. Lead Proctors should be prepared to execute additional tasks and instructions related to their position in the university community. Lead Proctors are leaders in and out of their residence halls and are expected to be role models within the community. Additionally, as their position is a residential one, Lead Proctors are expected to treat their housing assignment as a primary residence and should not spend the night away from the hall for extended periods of time without communicating with their supervisor.

Applicants should be prepared to accept a position in any residence hall on campus.