**Proctor Job Description** (36-40 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
- Free car registration

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

**Budgetary Responsibilities**
With their Area Coordinator, Proctors will need to track programmatic spending for their building(s) and use the funds available to them responsibly.

**Machines & Equipment Used**
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 sophomores, juniors, and seniors)
Must have lived in residence for two full semesters prior to becoming a proctor
No prior conduct record
**Education**
Completed two semesters of undergraduate study prior to becoming a proctor
Minimum cumulative GPA of 2.25

**Experience**
Those with experience mentoring peers, responding to emergencies, or completing administrative tasks will be strong candidates for the position.

**Note**
This list is not exhaustive and is simply the foundation of the role. Proctors should be prepared to execute additional tasks and instructions related to their position in the university community. 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, 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.