Brown University

Office of Residential Life

Job Description: Residential Peer Leader

Overview:
Brown University believes that the experience students receive within the residence hall is integral to their academic, social, intellectual, and personal growth and success. We believe that student life in the residence hall is not separate from the academic mission of the University, but rather supportive of students’ total development. Within the mission of our work as Residential Life, we strive to promote core values that encompass what we hope students will gain through living and learning in our halls.

A Residential Peer Leader (RPL) is a paraprofessional staff member who actively works to support the Office of Residential Life and Brown University’s mission, values, and initiatives. RPLs work under the direct supervision of the Community Directors to create engaging and respectful residential environments that enhance the student experience. RPLs promote programming in their residence halls, help maintain and foster a positive community living experience, and serve as leaders throughout the campus community.

Qualifications:
- A full-time student in good academic and judicial standing with the University during the entire period of appointment.
- Must be a sophomore, junior, or senior when assuming responsibilities.
- A positive “can do” attitude and proven ability to follow through on assignments.
- Successful candidates will have demonstrated strong time management and stress management skills.
- A creative problem solver who can be flexible, adaptable, and work within ambiguity.
- Past experience or strong interest in activities related to social justice preferred.

Expectations:
- Facilitate an environment that fosters respect and safety and is conducive to academic and social success.
- Work on all levels with other RPLs, supervisors, and Brown University professional staff to ensure the efficient operation of the residential living environment.
- Role model appropriate community standard behaviors.
- Reside in assigned campus housing throughout the full academic year (2 semesters).
- Participate in Residential Life committees.
- RPLs should plan other activities and employment opportunities with residence hall responsibilities and training/meeting obligations in mind.
- Adhere to University policy, local, state, and federal laws.

Time Commitment & Availability:
- Training:
  - Must return prior to the beginning of the fall and spring semester for the entirety of staff training.
- Opening & Closing:
  - Must remain in the Providence area from the first day of RPL training through the beginning of classes for both fall and spring semester.
  - RPLs are required to stay through the end of final exams in both Fall and Spring semesters.
- Regular Meetings: RPLs are required to reserve time for the following meetings:
  - Tuesday staff meetings and community in-service meetings with Community Directors typically between 8 pm and 10 pm bi-weekly small group meetings with RPL Representative small group leader.
  - Bi-weekly meetings with Community Directors.
  - Meet as needed with staff teams and as a full RPL community to address team work, programming, and residential community concerns.
  - Facilitate residential community meetings throughout the academic year to address community issues or concerns as needed.
- Orientation & Spring Weekend:
  - RPLs are required to remain on-campus and assist with activities during Orientation and Spring Weekend.
  - Must maintain visibility in the residence hall and be accessible to students.

**Community Development Responsibilities:**
- Be regularly available for and capable of assisting students. This involves spending time connecting and maintaining formal and informal meaningful interactions with residents.
- RPLs are responsible for programming initiatives within their residence hall that support the Residential Education Core Values.
- Responsible for creating and maintaining door decorations for every member of the community.
- RPLs should strive to create a healthy atmosphere for living and learning in the residence hall.
- Encourage residents to participate in University related activities and events.
- Follow up on resident and community concerns and facilitate conflict resolution conversations as necessary.
- Be knowledgeable about campus and community resources and function as a source of information, making referrals as necessary.
- Responsible for guiding intentional community development in conjunction with RPLs/CD Support.

**Administrative/Professional Responsibilities:**
- Respond to inappropriate student behavior which violates University and Residential Life policies, procedures, and/or expectations and notify appropriate staff.
- Responsible for communicating immediately to professional staff regarding any serious or potentially serious problems concerning residents.
- Be the contact person during critical periods should any University official or office need assistance in responding to residents’ needs.
- As a representative of the University, RPLs will help to explain University policy, policy changes, initiatives, and provide students with a broader perspective regarding the reasons behind decisions.
- Monitor the condition of safety equipment (e.g. exit signs, fire extinguishers, clear hallways) and report damages in rooms and common areas.
- Maintain open forms of communication. This includes regularly communicating with supervisor during meetings, email, phone, reports, and checking mailbox.
- Complete and submit all paperwork in a timely and thorough fashion.
- Perform other administrative tasks as requested by supervisor.

**Remuneration:**
- Stipend: $2758.00 paid in bi-weekly installments beginning the first week of September based upon completion of all appropriate hiring paperwork before August 1.
- Guaranteed single-occupancy room or room within a suite/apartment.
Residential Peer Leader Position Descriptions:

**Residential Peer Leader (RPL)**
RPLs receive comprehensive training on a range of skills, which include: active listening, crisis intervention, mediation, conflict resolution, promoting pluralism and diversity, and building community.

In addition to support of your residential community RPLs are charged with creating educational opportunities amongst their region. These are the programmatic focuses below:

**Residential Counselor (RC):**
RCs offer programming that supports departmental goals related to topics including but not limited to first generation students, academic and curricular support, first year college transitions.

**Women Peer Counselor (WPC):**
WPCs offer programming that supports departmental goals related to topics including, but not limited to sexism, gender issues, contraception and safer sex, eating concerns, sexuality, relationships, assertiveness, sexual harassment and assault, and other matters impacting women on Brown’s campus.

**Minority Peer Counselor (MPC):**
MPCs offer programming that support matters related to the student of color experience on topics including, but not limited to facilitation of campus-wide workshops on race and its intersections with class, gender, sexuality, and other social identities. This position is supervised by the Brown Center for Students of Color and the Office of Residential Life.

**Community Assistant (CA):**
CAs work to support students in our sophomore and junior/senior residential communities. CAs in sophomore residential communities offer programming that supports departmental goals related to academic development, identity exploration, and leadership development. CAs in junior/senior residential communities offer programming that helps students develop independent living skills, prepare for life after Brown, and begin to create a professional network.