

# Administrative Proctor Position Description

## Summer

### Professional Summary

An Administrative Summer Proctor at the University of the South lives in a residence hall community and, supports all residents under the direction of the Office of Residential Life. Administrative Proctors are a critical link between the residents in a Proctor's assigned area, their Proctor team, the Area Coordinator, and the Office of Residential Life. This position specifically supports the general office and operations for the summer months and reports directly to an Area Coordinator. This position requires being a representative of the University and a representative of student issues in the residential communities.

Serving as an Administrative Proctor allows individuals to develop in the following competency areas: Professionalism, Relationship Building, Openness to New Experiences, Communication, Traditions, Reliability, and Support.

### Professionalism

Proctors will demonstrate professionalism through the following actions:

- Learning transferable skills for any job or leadership role taken on after the Proctor role.
- Serving as a role model to residents.
- Building a community with professional boundaries for residents directly overseen.

### Relationship Builders

Proctors will demonstrate building relationships through the following actions:

- Interacting in groups with residents including but not limited to: community meetings, engagement activities, and group messaging.
- Providing intentional leadership and mentorship to residents.

### Openness to New Experiences

Proctors will demonstrate open-mindedness through the following actions:

- Approaching residents intentionally and inclusively.
- Providing inclusive communications and interactions to students.
- Connecting with residents from varied backgrounds to aid in building individual and group connections.

### Communication

Proctors will demonstrate effective communication through the following actions:

- Submitting biweekly reports to their Hall Supervisor.
- Providing detailed facility work orders, IT work orders, emails, and reports as necessary and promptly.
- Communicating the departmental vision statement, mission statement, and policies.
- Assisting with and completing opening inspections, health and safety inspections, and closing inspections.
- Keeping information shared by residents or staff private.
- Documenting private information as needed.
- Providing appropriate private information to those who need to know respective information.
- Providing exceptional customer service to anyone who calls or stops by the Office of Residential Life.

### Organization

Proctors will demonstrate organizational skills through the following actions:

- Assisting in the opening and closing of residential communities. Proctors must remain on campus until the Assistant Director of Residential Education dismisses them following all necessary tasks being completed and all students have vacated their assignments.
- Managing multiple tasks throughout the summer that aid in student growth and in supporting Residential Life objectives and goals.  
Completing weekly, walkthrough, and on-call reports in a timely manner.
- Completing engagement activity forms as needed in a timely manner.
- Assisting in the creation of the 2025-2026 social media and email communication plan.
- Preparing key packets based on summer moves.
- Returning keys based on summer check-outs.

### **Reliability**

Proctors will demonstrate serving as a reliable resource through the following actions:

- Becoming knowledgeable of multiple campus and community resources taught during training and in-services.
- Being on time for any staff, resident, Hall Supervisor, and Residential Life departmental meetings.
- Upholding departmental policies with residents and peers.
- Aiding in following crisis management and departmental protocol as applicable.
- Using the low-speed vehicle appropriately for crisis management and approved departmental needs.
- Utilizing chit keys, master keys, and any other departmental-provided keys for their intended uses only.
- Providing intentional customer service during assigned office hours in the main housing office.

### **Supporters**

Proctors will demonstrate serving as a supporter through the following actions:

- Providing assistance to residents as needed in general and in crisis management concerns.
- Serving as a resource to residents in need and providing connections to other resources as applicable.
- Serving in the on-call rotation and abiding by respective on-call expectations.
- Understanding departmental policies and procedures.
- Completing other duties as assigned depending on the needs of the Residential Life department.