

# Community Building Proctor Position Description

## Summer 2025

### Professional Summary

A Community Building Proctor at the University of the South lives in a residence hall community and, in addition, supports all residents under the direction of the Office of Residential Life. Community Building 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 requires being a representative of the University and a representative of student issues in the residential communities.

Serving as a 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.
- Developing harmony between academics, work, and personal commitments through maintaining a 2.5 GPA, engaging in self-care, and completing respective Proctor responsibilities.
- Serving as a role model to residents.
- Building a community with professional boundaries for residents directly overseen.

### Relationship Building

Proctors will demonstrate building relationships through the following actions:

- Interacting individually with residents including but not limited to: occupancy checks, intentional conversations, and roommate agreements.
- Interacting in groups with residents including but not limited to: community meetings, engagement activities, roommate mediation, and group messaging.
- Intentionally connects with assigned residents in their community to be knowledgeable about their needs and experiences
- Providing intentional leadership and mentorship to residents.

### Open Mindset

Proctors will demonstrate an open mindset through the following actions:

- Mediating conflicts between residents.
- 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 weekly 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.
- Communicating in a variety of methods including but not limited to group chats, flyers, emails, and hanging up signs on doors to promote engagement activities and other departmental updates.

### **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 year that aid in student growth and in supporting Residential Life objectives and goals.
- Collaborate with other Proctors, Residential Life staff, residents, and other stakeholders integral to building and maintaining a sense of community.
- Completing weekly, walkthrough, and on-call reports in a timely manner.
- Planning and executing effective engagement activities.
- Completing engagement activity forms as needed in a timely manner.

### **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.
- Consistently interacting with residents they support.

### **Supporters**

Proctors will demonstrate serving as supporters through the following actions:

- Assisting 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.
- Following up with residents and promoting continuous community engagement support individually.
- Completing other duties as assigned depending on the needs of the Residential Life department.