The Student Life Assistant (SLA) is selected to be an integral member of the Student Services staff and the Student Life Council. He/she reports to and is directly accountable to a Resident Director (RD). The SLA lives and works with residents in areas of peer advising and accountability, community development, administration, and the general operation of the residential community. The SLA supports and promotes the mission statements of Erskine College and the Office of Student Services. The position offers the SLA a leadership opportunity that produces many transferable skills for the future.

The specific qualifications, requirements, and responsibilities for the Student Life Assistant position are outlined below.

Mission of Erskine College
The mission of Erskine College is to equip students to flourish by providing an excellent liberal arts education in a Christ-centered environment where learning and Biblical truth are integrated to develop the whole person.

Mission of the Office of Student Services
To encourage a Christ-centered community by offering programs and services focused on the holistic development of students and designed to fully support the mission and purpose of Erskine College.

I. Qualifications
1. Minimum cumulative GPA of 2.50 during term of service as a SLA.
2. Full-time student status (9 credit hours).
3. Commitment to the mission and goals of Erskine College, the Office of Student Services, and the Student Life Council.

II. Requirements
1. Discuss additional employment, internship, or leadership possibilities with supervisors.
2. Begin the position each term on the date specified, including scheduled training, and shall remain in the position until the specified closing date.
3. Limit time away from campus and the residential community to one weekend per month, unless discussed individual situations with RD.
4. Participation in all regularly scheduled staff meetings, Student Life Council meetings and training opportunities.
5. Uphold, enforce, and abide by all College and Student Government Association (SGA) policies and regulations.

III. Responsibilities
1. Time Commitment: The SLA position is principal non-classroom activity. Co-curricular activities should not conflict with the time needed to effectively perform assigned duties. SLAs are expected to prioritize academics first, the SLA position second, and extracurricular activities and part-time jobs third. SLAs are expected to utilize time wisely so they can be available and accessible to residents throughout the academic year.
2. Advising and Assisting: SLAs should be aware of residents' needs and seek appropriate consultation and provide referrals when necessary. SLAs are expected to:
   a. Be accessible to residents by spending adequate time in the residence hall and on floor.
   b. Take initiative to know residents and to be considered approachable.
   c. Develop effective relationships with the residents that will assist in observing subtle changes in behavior, enabling me to deal with the various concerns on the floor.
d. Act as a concerned, non-judgmental peer helper and mediator whose goal is to assist residents in resolving their own concerns or roommate conflicts.

e. Maintain confidentiality in dealing with all situations.

f. Discuss potential referrals with the RD or Coordinator for Residential Learning and Development.

3. Residence Education: The Student Life Assistant Programming Model is designed to help build community and cultivate relationships. SLAs play an active role in providing active and passive programs on the floors and within the residence hall. SLAs are expected to:

   a. Collaborate with fellow staff members to successfully create, plan, advertise, budget, and execute programs throughout the academic year.

   b. Complete all programming and funding request paperwork at least two weeks prior to the scheduled program.

4. Staff Training and Development: SLAs shall participate in staff training programs which are designed to develop the necessary skills to meet expectations. Therefore, SLAs shall:

   a. Arrive on campus prior to the general resident population in the fall for SLA training.

   b. Attend and participate in all regularly scheduled staff meetings, the mid-year retreat, and one-on-ones when requested by RDs or Student Services staff.

   c. Read and acquire a working knowledge of the content of the Residence Life Manual.

   d. Be knowledgeable of all emergency and safety procedures.

   e. Be familiar with campus resources.

5. Conduct and Policy Enforcement: SLAs shall uphold and enforce College and SGA policies and regulations and shall serve as a role model for others which includes assuming responsibility for creating an environment conducive to personal and social growth. SLAs shall:

   a. Encourage, by example, the principles of individual responsibility and respect for others’ rights.

   b. Interpret and explain to residents College and SGA policies and regulations as outlined in the Pilot.

   c. Be consistent and impartial in dealing with conduct in the residence halls. Report all violations that encountered by completing and submitting an Incident Report Form.

   d. Interpret for students the realistic consequences of their behavior and familiarize them with the purpose, function, and procedures of the judicial system.

6. Administrative Tasks: SLAs shall perform various administrative duties related to the day-to-day operations of the residence hall. SLAs shall:

   a. Remain on campus to assist in the periodic opening and closing of the residence halls (Fall opening, Fall break, Thanksgiving, Christmas, Spring break, Spring closing). Check residents in and out at the beginning and the end of each semester; which includes administrative paperwork, checking and preparing rooms, key inventory and preparation, and the preparation of common areas.

   b. Report needed maintenance and repair work promptly.

   c. Promote student awareness of fire and safety precautions and regulations, and assist with safety measures.

   d. Assume weeknight and weekend duty as scheduled by the RD.

   e. Effectively and promptly communicate new and/or important information to residents, conduct necessary informational meetings.

   f. Communicate regularly with the RD, Coordinator for Residential Learning and Development, and Dean of Students concerning incidents and/or situations.

   g. Check mailbox, Erskine email, and voicemail on a frequent basis and respond to all requests from Student Services Staff.

   h. Perform assigned tasks in a timely and professional manner and consistently meet deadlines.

   i. Assist in the housing assignments process.

   j. Perform other duties as assigned.