

Oregon State University Housing and Dining Services
COOPERATIVE HOUSE DIRECTOR – Position Description
This document is subject to review and revision

The Cooperative House Director is an employee of the University Housing and Dining Services and the Division of Student Affairs. As a member of the Residential Life Staff, the Cooperative Director is expected to accomplish the primary objectives of University Housing and Dining Services and to help create and maintain a successful living/learning community within the cooperative houses. The position requires good judgment, energy, commitment, caring, self-discipline, knowledge of campus resources, sensitivity to diversity and common sense. Overall job effectiveness is dependent upon the Cooperative Director's ability to establish and maintain credibility and good rapport with all cooperative house members.

The Cooperative Director is supervised by the Area Complex Director for University Housing and Dining Services. As an employee of Oregon State University, the Cooperative Director is perceived as a representative of the University in his/her relationships and contacts both on and off campus. The Cooperative Director, therefore, is expected not to engage in activities that jeopardize his/her credibility as a staff member or activities that make the University legally vulnerable.

To meet the objectives of the Residential Education program, the responsibilities of the Cooperative Director position include the following areas:

POSITION DUTIES AND RESPONSIBILITIES

Administration

1. Be thoroughly familiar with "Student Policy and Information Guide" and the University's "Student Conduct Regulations."
2. Be knowledgeable about University and Department organizational structure to the extent that house members' questions can be readily answered or referred.
3. Provide Weekend Duty coverage as scheduled by the Area Complex Director.
4. Be present and take leadership in fall training program sessions.
5. Be present and take leadership in House openings and closing procedures.
6. Be on campus the weekends between Dead Week and Finals Week, Halloween, home Civil War Football Games, All-Campus Open Houses, Siblings Weekend and All Co-op Weekend.
7. Assist students with their UHDS-related concerns as appropriate.
8. Work with Residential Maintenance and Facilities staff to ensure open communications between house members and RMF staff.
9. Assist in the development and enforcement of policy.
10. Offer suggestions, proposals, and input in staff meetings based upon personal judgment, input from house members, and assessed needs.
11. With the assistance from house executives, ensure coordination of house room change process.
12. Maintain records appropriate to position.
13. Complete projects assigned by the Area Complex Director and the Director of RES?
14. Serve on Appeals committees and ICA Judicial Board. Serve on other boards, committees, and task forces as assigned by the Area Complex Director.
15. Participate in Residential Staff meetings as scheduled by the Area Complex Director.
16. Assist the Area Complex Director, Director of RES, and other staff in establishing area budget priorities with departmental budgetary limits. Develop budget proposals for house and departmental consideration.
17. Be responsible for ensuring appropriate administration of Cooperative Director program funds.

Programming

1. Ensure that students are involved in the development and implementation of programming.
2. Identify academic and extra-curricular interests of students by formal and informal contacts and methods. Ensure that programming is balanced with regard to meeting interests as well as developmental needs of students from diverse backgrounds.

3. Maintain relationships with and expose residents to program resources within the department and elsewhere on campus.
4. Provide a liaison role with the Area Complex Director and programming functions.
5. Personally facilitate three (3) educational programs per term.
6. Co-facilitate comprehensive OSU Connect Week/Orientation programming for new residents in house, in UHDS, and across the university.

Counseling/Student Contact/Needs Assessment

1. Serve as a counseling resource for the house members, maintaining a liaison with other campus counseling resources, and acting as a consultant to staff when appropriate.
2. Work with Area Complex Director, Director of RES, and University Counseling and Psychological Services (UCPS) in counseling/crisis-related situations as appropriate.
3. Be accessible in living group during many evening hours and weekends unless special arrangements for time-away are made with the Area Complex Director.
4. Develop and maintain positive relationships with house members in order to be an approachable and credible advisor and resource person.
5. Assist members with personal and academic questions or concerns.
6. Community Development
 - a. Act as a resource to house members in developing/maintaining a successful community atmosphere.
 - b. Help keep house facilities functional for the use of all residents, present and future.
 - c. Work with interested students and house leaders to actively promote cooperative house academic success, social, educational, cultural and recreational programs.
 - d. Assist in promoting good morale and constructive attitudes with house members.
 - e. Act as resource person and referral agent for University and community agencies and programs that assist students with personal, academic and career goals and interests.
7. Treat house members with courtesy, respect and consideration.
8. Be aware of student community issues, needs, and concerns through general contacts with students, particularly house leaders and house executive members.
9. As appropriate, work with the College Student Service Administration program, graduate student organizations, and international student groups to maintain and develop relevant programs
10. Work to integrate the academic faculty with cooperative house needs and programs.

Policy Enforcement/Student Conduct

1. With the assistance of House Executives, handle discipline situations among house members using the language and intent of the *Judicious Leadership Model*.
2. Be alert to early signs of potential problems and work with house executives to institute preventive and remedial measures.
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures with the assistance from house executives. (general reports, individual counseling, judicial board hearings, and referrals).
4. Receive conduct referrals from house judicial board and act as hearing officer as part of the University Housing and Dining Services conduct system.
5. Make conduct referrals as appropriate to the ICA Judicial Board, University Housing and Dining Services, the OSU Student Conduct & Mediation Program, and the University Police.

Special Projects and Staff Development

1. Work on a "term project" or committee each term for benefit of all cooperative houses.
2. Assist as needed with the selection and training of new Cooperative House Directors.

House Government and Student Group Advisory Responsibilities

1. Act as advisor to House Executive Council and judicial board. Attend and participate in Executive Council and house meetings.
2. Provide advice and assistance with conflict resolution and problem solving.

3. Work with House Executive Council and house members to promote safety and security of the house.
4. Work with House Executive Council to promote and develop an academic environment in the house through study hours, programs, campus information, and consultation.
5. Advise executive council members on their areas of responsibility.
6. Review house documents and financial records at least once per term to ensure proper record keeping.

Liaison

1. Work and consult with the Area Complex Director to plan and coordinate programs, assess needs, develop long-range development/staff training strategies for implementation.
2. Work and consult with the Student Conduct Program, Public Safety/OSP and other campus resources on special cases and on general issues that arise from cooperative house life.
3. Maintain close contact with Student Health Services and UCPS in order to stay informed on policies, to develop programs, and facilitate effective referrals. Work and consult with Multicultural Affairs, International Programs, Educational Opportunity Program, Cultural Center Coordinators to provide program support and collaborate on problem resolution.
4. Work collaboratively with Faculty Committees and faculty members engaged with cooperative houses. Who/What is this?
5. Actively support the goals and objective of the University Housing and Dining Services and of the Division of Student Affairs through contact with staff and by supporting allied programs.

SUPERVISION RECEIVED AND EXERCISED

Direction is received from an Area Complex Director of University Housing and Dining Services.

QUALIFICATIONS

The Cooperative House Director must be an upperclass (at least junior standing) at Oregon State University. The CD must be a self-motivated mature individual with a strong desire and demonstrated ability to live and work in a dynamic group environment. Two years of previous leadership experience as a residential life staff member or as a cooperative house officer is required.

The position requires good judgment, a demonstrated educational approach to interpersonal and group conflict resolution, initiative, common sense, ability to work within, prioritize, and complete multiple tasks in a complex organizational environment. The Cooperative Director position also requires crisis management experience, demonstrated ethical and professional behavior, self-discipline, knowledge of campus resources, understanding of group dynamics and the advisor's role, and sensitivity to racial and cultural diversity. Overall job effectiveness is tied to the CD's ability to establish and maintain credibility and positive relationships with house executive officers and members. The roles and expectations may vary somewhat from house to house.

Cooperative Directors must be committed to the development of multicultural communities in the cooperative living groups and at Oregon State University. They are expected to affirm and uphold University policies that help create and maintain non-discriminatory campus and living group environments. Co-op Directors must be active in pursuing self-education regarding issues of multiculturalism, sexism, racism, gender, sexual orientation, and disability.

Cooperative Directors must have a cumulative and term GPA of 2.50 for undergraduate students or 3.20 for graduate students.

COMPENSATION

Monthly cash stipend, cooperative house apartment, and house board plan, all of which totals no more than approximately \$10,500.

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