



PROCTOR

NATURE OF WORK

This is highly responsible professional work supervising the activities of Senate pages during non-work and non-classroom periods. Work includes providing a living/learning environment which enhances growth and development, and ensuring the safety and well-being of pages. Work is performed under the general supervision of the Page Program Director.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Supervises Senate pages; counsels pages and provides conflict resolution; develops and maintains positive communications and interactions with pages; provides assistance to pages as needed.
- Enforces code of conduct, guidelines and other rules and regulations of residence hall; recommends and carries out appropriate disciplinary actions.
- Plans and participates in programming designed for the educational, social, recreational and cultural enrichment of the page experience.
- Oversees the residential hall facilities; responds appropriately to emergencies; provides orientation and information to pages.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors requiring no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in social science or a related field, current enrollment in a degree granting program, and one year of experience proctoring residential centers; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of Senate Page Program principles, practices and procedures.
- Knowledge of problems, concerns and issues faced by adolescents.
- Ability to oversee a residential program for adolescents.
- Ability to communicate effectively.



LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires a CPR Certification.

This position requires the incumbent to reside in the Daniel Webster Senate Page Residence.