

# SKIDMORE

C O L L E G E

## Office of Residential Life



## Table of Contents

- Philosophy, Mission, Diversity Commitment, Department Values, and Residential Learning Outcomes
- Campus Housing
- Organizational Chart
- Meet the Staff
- Area Coordinator (AC) Job Description
- Professional Development Opportunities
- Saratoga Springs and Surrounding Areas

# Philosophy, Mission, Diversity Commitment, Department Values, and Residential Learning Outcomes

## Philosophy

The Office of Residential Life provides a residential experience that supports the academic and personal development of students. We regard students as maturing individuals and expect them to accept responsibility for their academic, personal, and social lives.

## Mission

The Office of Residential Life at Skidmore College is committed to creating a supportive living environment. We help students learn from the challenges and opportunities of campus life. We provide multiple housing options and serve as a resource to students living on and off campus. We foster personal development and accountability through the residential education curriculum.

## Diversity Commitment

The Office of Residential Life strives to build a campus community that respects individual identities based on, but not limited to, the following sociocultural characteristics:

- Race
- Ethnicity
- Sexual orientation
- Gender identity and expression
- National origin
- First language
- Age
- Religious and spiritual tradition
- Ability
- Socioeconomic status
- Learning style

We expect students to dialogue through the complexity of their individual and social identities. We encourage students to engage in efforts to develop productive relationships in their living spaces.

## Department Values

- Accountability
- Communication
- Consistency
- Innovation
- Respect
- Support

## Residential Learning Outcomes

Students will...

- Experience the role residential living plays in a liberal arts education.
- Maintain personal accountability for their actions.
- Navigate interpersonal relationships in a mature, responsible, and creative fashion.
- Explore their role in a diverse society.
- Be an active part of the Skidmore community.
- Embrace their independence through the development of life skills.
- Be successful in their academic pursuits.
- Engage in the development of their personal identity.

# Campus Housing

## Residence Halls

Our eight traditional residence halls house primarily first-year and sophomore students in single, double, and triple rooms. Each residence hall offers a main lounge area, smaller floor lounges, kitchenette facilities, study rooms, laundry, exercise equipment, and vending services. Seven of our residence halls offer suite-style living where four to eight residents share a common bathroom. One residence hall is corridor style where each wing of a floor shares a bathroom. All students living in the residence halls are required to be on the unlimited meal plan. Regardless of age, all residence halls are drug and alcohol free facilities. Students can also choose to live on Gender-Neutral, Substance-Free, and All-Women's floors.

Our residence halls are supervised by Area Coordinators (ACs). Each floor in our residence halls has a Resident Assistant (RA).



## Apartments

Our two apartment villages offer housing to primarily upper-class students in two, three, four, and five person apartments. Each fully furnished apartment has an appropriately equipped kitchen, common space, and shared bathroom facilities. Students living in the apartments are not required to be on a meal plan, but may choose from various meal plan options available.

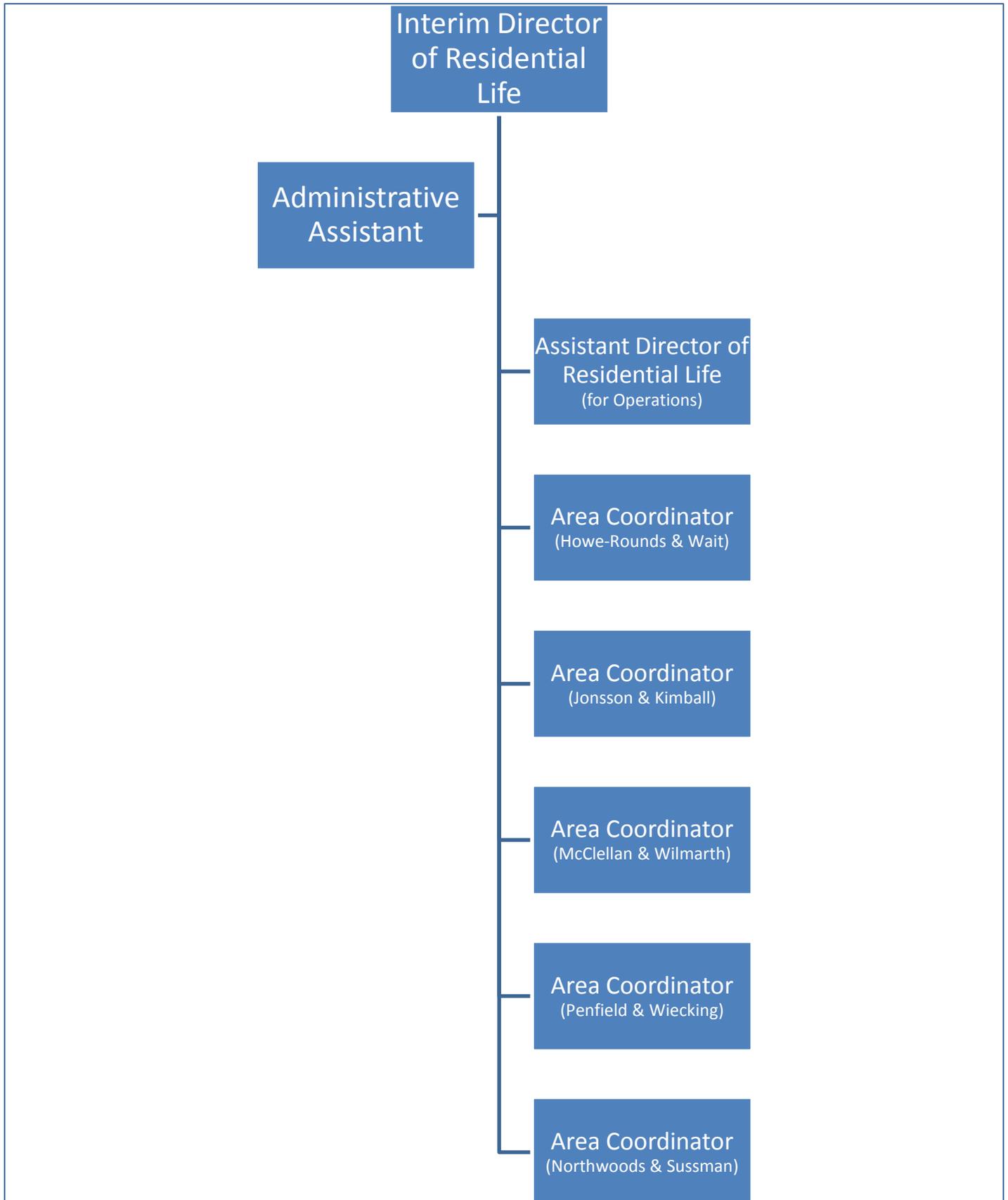
Our apartment villages are supervised by an AC. Each neighborhood in our villages has a Unit Assistant (UA), whom is an upper-class student with past RA experience.



## Off Campus Living

Skidmore has a commitment to supporting the educational philosophy embedded in the importance of living in campus housing. All full-time first-year and sophomore students must live in college-supervised housing. A limited number of upper-class students are granted permission to live off campus through the room selection process. Preference is given first to seniors, and then to juniors. Exceptions to this policy may be made in the following situations: part-time students, students living with a parent and/or guardian and commuting daily, students who turn twenty-two years old before the start of the academic year, married students, and students with children.

# Organizational Chart



## Meet the Staff



**Ann Marie Przywara**  
Interim Director of Residential Life

**Hometown:** Galway, NY

**Bachelor's:** BA in Psychology

**Master's:** MS Ed. in Counseling

**Time at Skidmore:** 14 years

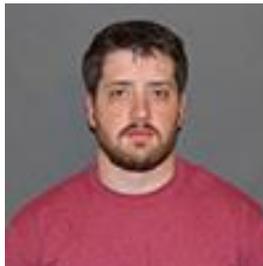
**Why Skidmore:** I am a proud alumna. I find Skidmore is a balance of honoring its past and actively working towards its future.

**Department Areas of Responsibility:** I assume oversight of our day-to-day operations as well as serving on several campus wide committees.

**Why Saratoga:** It's where Skidmore is! Plus, I grew up here.

**Hobbies/Interests:** StrengthsQuest and Myers-Briggs Type Indicator

**Favorite Local Restaurant:** Harvest and Hearth



**Ryan Ballantine**  
Assistant Director of Residential Life for Operations

**Hometown:** Cragsmoor, NY

**Bachelor's:** BA in History

**Master's:** MA in Student Affairs in Higher Education

**Time at Skidmore:** Seven years

**Why Skidmore:** Good colleagues, good benefits, and opportunities to grow and develop interest and skills.

**Department Areas of Responsibility:** Housing, Facilities, and Computer Systems

**Why Saratoga:** It's a nice town with everything you need in close proximity. There are plenty of activities in town or a short drive away.

**Hobbies/Interests:** Alpine Skiing

**Favorite Local Restaurant:** Henry Street Taproom



**Monica Masterson**  
Administrative Assistant

**Hometown:** Kingston, NY

**Bachelor's:** BA in American Studies/Journalism

**Master's:** MA in Education

**Time at Skidmore:** Three and a half years

**Department Areas of Responsibility:** Administrative Assistant

**Hobbies/Interests:** Running, reading, art, politics, and community service

**Favorite Local Restaurant:** Merry Monk



**Joseph R. Murphy**  
Area Coordinator

**Hometown:** Cambridge, NY

**Bachelor's:** BA in Mass Communications

**Master's:** MS in College & Agency Counseling

**Time at Skidmore:** Seven years

**Why Skidmore:** The people are phenomenal to work with, and I always enjoy the energy and creativity our staff has every year.

**Department Areas of Responsibility:** Staff Selection and Staff Recognition

**Why Saratoga:** It's close to the mountains and has a lot of fun town events like races and restaurant weeks. Overall, it has a great sense of community.

**Hobbies/Interests:** Hiking, running, and reading

**Favorite Local Restaurant:** Augie's

## Meet the Staff



**Anna Morreale**  
Area Coordinator

**Hometown:** Corinth, NY

**Bachelor's:** BS in Family and Consumer Sciences

**Master's:** MS Ed. in Career and Technical Education

**Time at Skidmore:** Over two and a half years

**Why Skidmore:** The opportunity to enter higher education with a position that specifically utilized my past experience as a teacher. Being at a smaller school gave more chances to work one on one with students.

**Department Areas of Responsibility:** Residential Education

**Why Saratoga:** Saratoga is close to my family. It has a nice balance of small town feel with access to city style options of restaurants and entertainment.

**Hobbies/Interests:** Baking, reading, and anything hands on and crafty

**Favorite Local Restaurant:** Wheatfield's



**Katie Wright**  
Area Coordinator

**Hometown:** Commack, NY (*Long Island*)

**Bachelor's:** BA in English

**Master's:** MA in Higher Education and Student Affairs

**Time at Skidmore:** Two years

**Why Skidmore:** I wanted to be in a smaller residential community where I could build meaningful relationships with many of my residents.

**Department Areas of Responsibility:** Student Staff Training and Development

**Why Saratoga:** I love that Saratoga has so much to offer in one town. There are tons of options for local shopping and dining. We have easy access to Albany, and it's a pretty quick trip down to New York City.

**Hobbies/Interests:** Cooking, reading, and exploring the area

**Favorite Local Restaurant:** Wheatfield's



**Tasheira Parker**  
Area Coordinator

**Hometown:** Thomson, GA

**Bachelor's:** BS in Psychology

**Master's:** MS in Public Administration (Justice focus)

**Time at Skidmore:** Six months

**Why Skidmore:** I immediately felt at home by the warm-welcome of every person I encountered on the Skidmore College campus

**Department Areas of Responsibility:** Student Outreach Liaison

**Why Saratoga:** Saratoga has two faces which in this case is a good thing, snowy winters and beautiful summers! I chose Saratoga for its versatility and beauty, I have come to the conclusion that there is beauty in every place and Saratoga is a place filled with it.

**Hobbies/Interests:** Yoga, Group Fitness, Movies, Crocheting, Cooking, Hair & Makeup Experimentation, and Netflix

**Favorite Local Restaurant:** Wheatfield's & The 99

# Area Coordinator (AC) Job Description

## **SUMMARY**

The role of the Area Coordinator (AC) is that of a liaison between the Student Affairs Professional Staff, Unit Assistants (UAs), Resident Assistants (RAs), and residents. The AC is a live-in member of the Office of Residential Life Team and, as such, is expected to subscribe to the professional standards and philosophy of the Department of Student Affairs and Skidmore College. The AC serves as a role-model offering assistance and direction to UAs, RAs, and residents.

The AC is concerned with the growth and welfare of each individual and the group as a whole, living in their residential area, in order to assist students in adjustments to group living and campus life – providing support and resources as necessary. They create an atmosphere in the residence halls, apartments, and on the campus in general, conducive to self-direction, academic achievement, social/cultural maturity, and self-discipline. The AC promotes civic, ethical, and professional responsibility.

## **SPECIFIC RESPONSIBILITIES:**

1. Serve as an official representative of the Office of Residential Life, Department of Student Affairs, and Skidmore College.
2. Interpret and enforce College rules, regulations, policies and procedures.
3. Oversee a residential area, insuring within reasonable measures, the physical safety and welfare of the residents.
4. Maintain a presence in an assigned residential area to stimulate the growth and development of students.
5. Supervise, train, and evaluate the RAs/UAs in assigned residential area.
6. Facilitate a weekly staff meeting with assigned RA/UA staff.
7. Hold bi-weekly one-on-one meetings with assigned RA/UA staff.
8. Coordinate all residential area openings and closings.
9. Maintain accurate residential area records including, but not limited to, rosters, room changes, room inspection forms, work orders, programming forms, and budgets.
10. Advise and support RA/UA staff with the residential education curriculum.
11. Adjudicate Student Conduct cases as assigned.
12. Outreach to students living in your residential area on an informal basis throughout each semester.
13. Coordinate and perform ancillary role(s) in the Office of Residential Life (*i.e. Residential Education, Staff Training, Staff Selection, Website, Staff Recognition, Assessment, Sophomore Year Residential Experience, etc.*).
14. Actively participate in Room Selection, Staff Selection, Professional Staff- and Student Staff-trainings, In-Service training programs, and Professional Development Opportunities.
15. Act as Area Coordinator on-call for the residence halls and apartments on a rotating schedule.
16. Report to the Director of Residential Life as their immediate supervisor.
17. Hold 25 scheduled office hours per week in the Office of Residential Life.
18. Attend weekly Professional Staff and Student Affairs Division meetings as they are scheduled.
19. Meet with your direct supervisor for weekly one-on-one meetings.
20. Support all professional and student staff in the Office of Residential Life.
21. Work in conjunction with the professional staff to implement student staff training and in-service programs throughout the year.
22. Collaborate with different campus offices, programs, and initiatives.
23. Other duties as assigned by the Office of Residential Life.

# Area Coordinator (AC) Job Description

## **GENERAL DUTIES**

1. Assist students in transitioning to the College, its educational goals, philosophies, and traditions.
2. Advise and counsel students, within the limits of training and capability, on social and academic matters and/or make referrals when necessary.
3. Maintain confidentiality as necessary.
4. Help students develop a community atmosphere conducive to study and learning.
5. Be aware of attitudes and feelings of individuals and groups.
6. Promote and encourage individual planning and participation in the residential education curriculum, College activities, and student organizations.
7. Afford general availability to students in your residential area.
8. Report conditions needing repairs and maintenance to the proper authorities.
9. Develop and maintain a cohesive student staff.
10. Report symptoms of problem situations and all emergencies to appropriate office(s).
11. Report all emergencies to the Director of Residential Life and/or Student Affairs Administrator on-call.
12. Assist in the critical evaluation of office policies, practices, and procedures. Encourage innovation and facilitate change through the presentation of carefully prepared recommendations to appropriate supervisory personnel.
13. Familiarize yourself with College services in order to inform students and to make referrals when necessary.

## **MISCELLANEOUS**

1. Read, and abide by the Room and Board agreement, with professional living exceptions approved by the Director of Residential Life.
2. Pets are not allowed.
3. Partners are allowed.
4. Utilize a landline telephone in apartment and provide contact information for emergencies.
5. Outside employment or any activity that may interfere with competent fulfillment of the responsibilities of the AC position must be approved by the Director of Residential Life.
6. ACs are held personally responsible for any and all damage self-inflicted to their assigned living space, as well as the behavior of any and all guests.
7. ACs must be aware of their surroundings and present a professional appearance and role-model positive behavior, including on campus, off campus, and online communities.
8. When employment ends, for whatever reason, ACs are expected to move out of their apartment and out of the building within the timeline designated by Human Resources, the Vice President of Student Affairs, and the Director of Residential Life.

## **SALARY & BENEFITS**

1. Starting salary is \$30,000.
2. Fully furnished apartment.
3. Parking permit and space.
4. Fitness center pass.
5. CDTA bus pass.
6. Professional development opportunities.
7. Human resource benefits (Health, Dental, Retirement, etc.).

## Professional Development Opportunities

The goal of our professional development opportunities is to assist our Area Coordinators (ACs) with their personal growth and development in the field of residential life. This may be accomplished by staff members through continued enhancement of skills and competencies as well as networking opportunities. The Office of Residential Life (ORL) expects all staff members to search, engage in, and reflect upon his/her own growth and development.

The ORL is an institutional member of the Northeast Association of College and University Housing Officers (NEACUHO). As an institutional member, all staff members in the ORL are considered members of NEACUHO. It is expected that staff members make use of the benefits afforded to the ORL from NEACUHO membership during each academic year through any of the following ways: attending a district event, one-day drive in conference, or annual conference; reading or writing for *The Navigator* newsletter; submitting a question for or responding to a question on the listserv; presenting at a conference; participating on or chairing a committee or task force; chairing or acting as a site host for a conference; and/or working on the executive board.

The following is an annual cost breakdown of support the ORL is dedicated to making for staff members if they choose to take advantage of them in their professional development. It is expected that staff are cutting costs whenever possible by carpooling, sharing lodging, applying for scholarships, and intentionally seeking opportunities that will benefit their growth and development in the field of residential life. It is also expected that staff are adhering to the Skidmore College Travel and Entertainment Policies.

- Membership in one professional organization (*i.e. NASPA, ACPA, ACUHO-I, ASCA, etc.*)
- Attendance of one locally sponsored event (*i.e. Fall Drive-In/NPC, MLI, Res Ops, etc.*)
- Attendance of all NEACUHO Eastern-NY/VT district events
- Attendance to a regional annual conference (*i.e. NEACUHO, NASPA Region II, CSPA-NY, etc.*)
- Support to attend a national conference (*up to \$800*)

Additional support for funds, or re-distribution of funds, may be approved at the discretion of the Director as deemed appropriate. Additional funds are dependent upon the current year's budget and intentionality of growth (*i.e. chairing a conference, participating on an executive board, training institutes, representation of Skidmore College, skills growth as it relates to and benefits our office, etc.*).

It is expected that staff members are discussing their professional development plans with their supervisor throughout the year. Staff members are expected to keep a budget of his/her professional development costs (dues, registrations, food, lodging, etc.) on the provided professional development budget form. A copy of each staff member's final spent budget is due to the Director by June 1<sup>st</sup>.

# Saratoga Springs and Surrounding Areas

We like to think we have a little bit of everything for everyone! There are a robust amount of different activities you can indulge in within Saratoga Springs itself or within a day's drive. Visit the Saratoga County Chamber to learn more at [www.saratoga.org](http://www.saratoga.org).

## The Downtown

With dozens of small businesses and local dining, Saratoga Springs offers the opportunity for fun, relaxation, and rejuvenation. As a member of Skidmore you become a member of the Downtown Business Association (DBA), which affords the opportunities for added discounts and sales in participating businesses. Year-round activities include: Restaurant Week, Chowderfest, Victorian Street Walk, First Night, Hats Off, and so much more!



## Saratoga State Park & Performing Arts Center (SPAC)

The Saratoga State Park offers a plethora of activities from walking trails, a golf course, Victorian baths, picnic and pavilion areas, natural springs, National Dance Museum, Auto Museum, and of course Saratoga Performing Arts Center (SPAC). SPAC presents a multitude of events from big name summer concerts such as Dave Matthews or Phish, to the New York City Ballet, and Philharmonic Orchestra.



## Saratoga Race Course

Experience the rich history of the Saratoga Race Course, the oldest race course in North America. From late July through early September the city comes alive with patrons from all around the world. Even if you're not a gambler, it is quite an experience to see a race, visit the horses, picnic for the day, speak with the vendors, or even people watch to see if you can find the most extravagant "hat."



## Continuing Education

Saratoga Springs High School offers a plethora of continuing education programs for residents every spring and fall. For a small fee you can take part in week-long or one-time classes from categories such as, arts and crafts, business, health and personal growth, home economics, industrial arts, language arts, music and dance, physical education, public service, and special interests.



## Volunteerism

Saratoga Springs offers dozens of non-profit agencies to do volunteer work with including opportunities for fundraising, youth mentorship, event planning, rebuilding homes, assisting individuals with disabilities, and much more!



# Saratoga Springs and Surrounding Areas

## Travel

Looking for a weekend adventure in the Northeast? Saratoga Springs is only a three-hour drive to Boston MA, Montreal QC, and New York NY. The Northeast is full of culture with many national museums and historic sites to see. Within a day's drive, you can experience amazing places including: Burlington VT, Niagara Falls NY, Newport RI, Philadelphia PA, Baltimore MD, Atlantic City NJ, Portsmouth NH, Bar Harbor ME, and much more!



## Summer Activities

With a little good weather and some free time you can find a multitude of activities to enjoy in the area including apple picking, outlet shopping, drive-in movies, local ice cream parlors, visiting farmers markets, and much more!



## Winter Activities

There are as many activities to keep you going in winter as in summer including maple syrup tours, knitting circles, trivia nights, ice skating, cross country skiing, snowshoeing, theater productions, movies, DBA weekend themes, and much more!



## Keeping Fit & Active

Beyond Skidmore's sports center, YMCA, and Planet Fitness in Saratoga Springs, there are a number of ways to stay fit and active outdoors. Runners can enjoy over a dozen 5k races offered through the year, with annual 10k's and half marathons. Cycling enthusiasts can take pleasure in numerous bicycle routes in the city and surrounding country side, and off-road trails for mountain bikers. Within an hour's drive you can be at the trailheads to a half-dozen different hiking experiences at the foot of the Adirondack Mountains. Nearby Saratoga Lake and Hudson River provide opportunities for paddling. Skiers and snowboarders can reach over a dozen mountains within a two hour radius.



## Live Sporting Events

From college D3 & D1 sporting programs, to minor league and farm teams, the area has a multitude of events to see within a forty-five minute drive. As an employee of Skidmore you can attend all home games for free, and the local D1 teams charge nominal fees. The American Hockey League has two local farm teams, the Albany Devils and the Adirondack Flames. Also, the Tri-City ValleyCats are the farm team for the Houston Astros.

