

## Frequently asked questions about the Assistant Proctor position

- *I am currently an AP; can I apply to be one again?*

Yes. We want to find the best people who are interested in the position. Our goal is to find and encourage new campus leaders; we will consider individuals who have served as assistant proctors before. Second year AP applicants ought to consider how they will do the job differently or better the second time around.

- *I plan to study abroad next semester, can I be an assistant proctor for one semester?*

No. To build community and trust between residents and dorm staff, an AP should be present for the entire year.

- *Can I choose where I live?*

No. Residential Life will assign assistant proctors to residence halls. You can share your residence hall preferences with us and we will take them into consideration.

- *When will I find out where I will be living?*

The Office of Residential Life will notify you over the summer, probably in mid- to late-July, of your housing assignment.

- *Do I have to have a roommate as an AP?*

Yes. All APs have roommates. If you would like to room with another AP, we will try our best to accommodate that preference.

*What if my GPA from fall semester is not a 2.0?*

You may still apply but we will not be able to officially offer you a position until your spring grades are posted. If you have made significant academic progress since the first semester, we will consider your application.

- *How are Assistant Proctors assigned to an AP group?*

In the past, APs have been assigned to a group of students in the same FYP class or to a random group of students living together in the same residence hall. Since the FYP is currently being discussed and reviewed by the faculty and administration, it is not yet certain how APs will be assigned to groups for 2007-2008. This decision will hopefully be made in the next two weeks. At the very least, APs will be assigned to manage a group of students who live together in the same residence hall.

- *Will the AP stipend affect my financial aid?*

No. The \$150 stipend will be put as a credit on your student account.

- *I am on a full academic scholarship; can I exchange my stipend for cash?*

No. But we hope that this will not deter your interest in the opportunity to help make a difference at Sewanee through this valuable leadership position.

- *Do I get free meals?*

No. You still must pay for your board plan. But Residential Life will feed you during staff training and special meetings!

- *What is the time commitment associated with being an Assistant Proctor?*

In addition to residential life staff training in August, Assistant Proctors attend weekly dorm staff meetings that usually last less than an hour. APs will occasionally meet with the Head Assistant Proctors to discuss how things are going in their residence hall. APs should also plan to be “on-duty” at least one night per week. Dorm duty begins at 7:30 p.m. and officially lasts until the next morning (you may not leave the residence hall while on duty). Throughout the year, especially at the beginning, APs will work to create a good relationship with all the freshmen in their group.

- *Will I have to do dorm duty? How often?*

Yes. All APs will have to do dorm duty between one and two times per week, depending on the size of your dorm’s staff.

- *What does dorm duty entail?*

Members of residence hall staffs take turns being on duty in the halls from 7:30 p.m. each evening until the following morning. When you are on duty, you are responsible for monitoring the security of the hall and the behavior of the residents. You walk rounds occasionally through the evenings and are available through the night should problems arise. The Sewanee Police and Deans of Students may occasionally call on you for help with a resident or a situation. More about dorm duty will be covered during assistant proctor training.

- *I don’t like dealing with drunken people and don’t know how to approach them. Will I have to?*

Maybe. You will be given extensive training about dealing with alcohol and its effects, and there is an extensive support network consisting of other dorm staff, police, and the Deans of Students to assist you in any situation.

- *Do I have to be on campus before the dorms open? Do I have to stay at the end of semester until the residence halls close?*

Yes and no. Assistant Proctors arrive before other residents at the beginning of the year to help prepare the buildings and to complete their training. APs do not stay until dorms close at the end of each semester.

- *When is Assistant Proctor training?*

Leadership training for Assistant Proctors begins Tuesday, August 21<sup>st</sup> and continues through Friday, August 24<sup>th</sup>.

- *If I have a conflict, can I miss AP training or be late to it?*

No. It is **ESSENTIAL** that all assistant proctors be present for all training sessions. In extraordinary circumstances, an exception may be made, but this is very rare.