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| <p style="text-align: center;"><b>HOUSE COMMUNITY ADVISOR JOB DESCRIPTION</b><br/><b>2007-2008</b></p> |
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**PRIMARY FUNCTION** -- The House Community Advisor is a member of the administrative staff of the college and reports to the Area Coordinator assigned to the house. A House Community Advisor has a multiple set of responsibilities which involve a combination of leadership and interpersonal skills in order to develop a house environment where individual responsibility and respect for differences are fostered and valued. The House Community Advisor is expected to act as a liaison between the residents of the house and the various service departments of the college; to work with the house council on matters of internal governance; and to be available regularly to students -- individually and collectively -- as a source of information, advice, and help.

A House Community Advisor must balance any commitments to student activities and organizations to ensure that these commitments do not conflict with the responsibilities and/or time demands of this job. After personal and academic needs, a House Community Advisor's primary commitment is to the house.

While every House Community Advisor is encouraged to develop an individual approach to the job, all are expected to assume the following responsibilities:

#### **COMMUNITY DEVELOPMENT**

1. Make a strong effort to get to know and develop a positive rapport with each resident and maintain a positive attitude.
2. Be knowledgeable about the house community, its social dynamics and interpersonal relations.
3. Serve as a contact person for campus and community resources, whether in programming or problem-solving.
4. Understand your position as a leader and peer mediator for your house community.
  - a. Maintain multi-partiality.
  - b. Understand multicultural conflict resolution.

#### **PROGRAMMING**

1. Hold 5 programs per semester, with full consideration of the house needs in planning.
  - a. Programs should address one or more of the core values of Residence Life: Social Justice/Multiculturalism, Balance, Community, Connections, Learning
  - b. At least one program should be devoted to each value per semester.
2. Plan programs with the following considerations.
  - a. House needs and/or interests
  - b. AC/HR program ideas
  - c. House leaders collaboration
  - d. Campus organizations and departments
3. Complete your first Connections program by the first two weeks after classes begin, plus another 2 Connections programs as part of Welcome Month in September.
4. Complete minimum 1 to 2 programs per month.

5. Complete all programming requirements by last week of classes.
6. Submit program information in the next weekly report following completion of program.
7. Attend and support other house programming.
8. Funding
  - a. Consult with Area Coordinator concerning Programming/ Entertainment options and other ways to subsidize programs.
  - b. Know procedures on returning receipts and monies not used for all programming/entertainment programs (Liz Hait will provide a cheat sheet to all student staff).

## **HOUSE RESPONSIBILITIES**

1. Accessibility and Availability
  - a. General house visibility and room hours
    1. Be accessible in the house regularly, especially during evening hours.
    2. Regularly join residents in popular public areas of the house (e.g. TV Room).
    3. Go out of your own living area often to get to know residents in their own living space by walking through your house on a regular basis.
    4. Hold three set and posted room hours per week, when you are completely available and ready to meet with residents.
  - b. Meals and Tea
    1. Be present at all lunch and dinner meals, if possible. Minimum standards are one meal per day, approximately seven per week.
    2. Be present at all house teas, unless you have a special situation or event to attend.
  - c. Special Events
    1. Be in-house for Winter, Spring and Family Weekends, and Senior Banquet.
    2. Be present at all major house social events and parties.
2. House Council
  - a. Give general support and collaborate with House Council.
  - b. Attend all mandatory house meetings.
3. Maintain Community Standards
  - a. Know, understand and follow house and college policies.
  - b. Help other students understand their rights and responsibilities as members of the community.
  - c. Uphold the community standards of the house and college and hold others accountable.
4. Administration
  - a. Post and announce all information requested through Residence Life and Student Affairs.
  - b. Assist with room selection process.
  - c. Be available for opening and closing of the college.
    1. Fall
      - a. Opening of the College

1. Be present in the house to help Head of New Students (HONS), Student Academic Advisors (SAAs), and others with opening the house to new and returning students.
  2. Assist with Residence Life Check-In.
  3. Work with HR to complete health and safety inspections.
2. Spring
    - a. Student Staff Selection and Room Draw
      1. Assist in these two processes with the amount of time to work determined by the professional staff.
  3. Closing of the College
    - a. December: Please notify AC when you plan to leave for winter break.
    - b. May: Assist with the closing of your house through commencement and complete all administrative paperwork.
5. Meetings
    - a. Attend scheduled pre-training meetings in Spring after first hired.
    - b. Attend all Area meetings on Tuesday evenings.
    - c. Participate in weekly house team update.
    - d. Attend supervisory meetings with AC.
  6. Documentation
    - a. Turn in Weekly Reports to AC Mondays by 1 p.m.
    - b. Turn in Community Reports next day; more serious situations should be in by 9 a.m.
    - c. Evaluation: Participate in and support annual departmental evaluation process.

## **TRAINING AND DEVELOPMENT**

1. Fall
  - a. Attend fall Residence Life staff training in August, as outlined by the department.
  - b. Attend staff development opportunity during the semester, as outlined by the department and/or your supervisor.
2. Spring
  - a. Attend winter Residence Life staff training in January, as outlined by the department.
  - b. Attend staff development opportunity during the semester, as outlined by the department and/or your supervisor.
3. Expectations
  - a. Give prior notification in writing of anticipated absence from any part of training.
  - b. Unexcused absence from training will necessitate attending supplemental workshops/trainings and may result in consequences such as loss of pay for time missed.

## **COMPENSATION**

The House Community Advisor (HCA) receives the full work-study amount allowable for the year, amount TBA for 2007-2008. This is disbursed via bi-weekly checks and is considered taxable wages. The HCA's compensation will be prorated if her/his start or end date differs from the standard contract dates.

The HCA may not hold a second campus job, regardless of whether or not she/he receives financial aid. The HCA may supplement her/his earnings with spot jobs and off-campus positions, after discussion with the AC.

The HCA must file I-9 and W-4 forms with the Student Payroll Office prior to employment. The HCA's paychecks will not be issued if these forms are not completed.

## **CONTINUATION**

The HCA must sign the Contract for Employment for Residence Life Student Staff Members.

The HCA must be a full-time matriculated student at Smith College throughout the period of employment and must maintain a 2.5 cumulative GPA.

The HCA will be terminated at any time as a result of:

1. Violating the College's Alcohol Policy
2. Harming or threatening to harm another person

The HCA's employment may be terminated at any time as a result of the following conditions:

1. Violation of College policy;
2. Academic probation;
3. Failure to comply with the conditions of a warning or probation, as issued by the AC;
4. Unsatisfactory job evaluation;
5. Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the HCA will vacate her/his assigned room/suite and return all keys to the AC or the Housing Coordinator within 72 hours. Staff members who leave their position mid-year may not continue to live in the same house in which they were a staff member. The Housing Coordinator will reassign the former HCA to a new room.