HOUSE COMMUNITY ADVISOR
Job Description
2018-2019

OVERVIEW
The House Community Advisor (HCA) is a member of the administrative staff of the College via the Department of Residence Life and reports to the Area Coordinator (AC) of their assigned area. The HCA’s responsibilities require a combination of managerial and interpersonal skills aimed at developing a house environment in which individual responsibility and respect for differences are fostered and valued. The HCA is expected to act as a liaison between the residents of the house and the various service departments of the College; to work cooperatively with other house leadership; to coordinate with the house council on matters of internal governance, if applicable; and to be available regularly to students as a source of information, advice, and help.

The HCA’s most direct link to the Department of Residence Life is the AC, who meets regularly with the HCA to provide information and support. Additionally, the Associate Director of Residence Life and the Director of Residence Life are available to the HCA, as needed.

The HCA is encouraged to be involved in other campus activities but may not hold a major College office (e.g. President of the Student Government Association, Chair of the Conduct Board, Bridge Leader), nor make any commitments to student activities or organizations that would conflict with the responsibilities and time commands of the position. After personal and academic needs, an HCA’s primary commitment is to their house.

The HCA is expected to fulfill the following responsibilities (as well as other tasks assigned by their supervisors):

COMMUNITY DEVELOPMENT
- Make a strong effort to get to know and develop a positive rapport with each resident, and maintain a positive attitude.
- Be available as the initial contact person for residents with any problems or concerns, and respond or make referrals as appropriate.
- Support house governance, and attend house council meetings when applicable.
- Meet regularly with the House President (HP).
- Play a strong role in the day-to-day interactions of residents. Make intentional and informal connections with residents both individually and collectively.
- Serve as a leader and role model for the house community
- Facilitate peer mediation - using skills gained through Social Justice Mediation training - in times of conflict.

EDUCATIONAL PROGRAMMING
• Each HCA is responsible for 4-6 programs each year, reflecting the core values of Residence Life (Learning, Community through Connections, Wellness, and Social Justice).
• Consult with their coworkers, fellow house leaders and AC when planning and executing their house programs. ACs may also ask HCAs to complete formal program evaluations.
• Support the three Connection programs coordinated by the Head Resident during the first three weeks of the Fall semester.
• Help disseminate information on campus-wide events and promote involvement in inclusion and equity programs and other educational opportunities at the college and within the Five College area.
• Support and attend study breaks, inclusion and social justice programs, and support house events coordinated by the HR and house council.
• Consider house needs and interests and collaborate with other house leaders when developing programs.

TRAINING, SUPERVISION, AND EDUCATION
• Attend residence life training in August - a two-week orientation/training program before new student orientation and the start of classes - and participate in monthly in-service trainings.
• Attend a January training to take place at the end of January term before Spring classes begin.
• Attend regular staff meetings as arranged by the AC (typically weekly, two-hour meetings on Tuesday evenings).
• Meet for regularly scheduled supervisory/one-on-one meetings with the AC.
• Participate in a formal HCA and AC evaluation processes.
• Submit Weekly Reports to your AC.
• File Community Reports and other administrative paperwork as assigned by your AC in a timely manner.

HOUSE RESPONSIBILITIES
• **Accessibility**
  - Be accessible in the house often, especially during evening hours, Friday house teas, and attend meals in the house regularly (Minimum standards are one meal per day, approximately seven per week.).
  - Be available for 3 suite hours per week when you are accessible to house members. These suite hours should be set to fit into the HR’s schedule and after discussion with the house about the most effective times. These hours should be posted to the house with one hour each week being a “floating hour” when you walk around the house to see residents and note facilities concerns.
  - Learn the procedure for emergencies established by the College, communicate and disseminate these procedures to all members of the house.

2. **Nights**
○ Nights away should be taken with the permission of the AC. For each night away you must be sure and notify your HR and help arrange house coverage when necessary.
○ Extended time away (2 or more nights) should be arranged in advance with your AC.
○ Be in residence, working with the house (see social system expectations) on the nights the house has a party scheduled. This includes Parents Weekend, Winter Weekend, Spring Weekend and Senior Banquet events. It is expected that the house coordinates all events with HCAs and includes HCAs in selecting dates and times for events.

● Maintain Community Standards
  ○ Know, understand and follow house and college policies and help other students understand their rights and responsibilities as members of the community.
  ○ Ensure that, as a student staff member, you uphold the policies of the house, college and hold others accountable for doing the same.
  ○ Address violations of college policy.

4. House Administration
  ○ Communicate regularly with the HR and HP and work with the House Council on matters of internal governance. This may involve attending additional meetings. It is expected that these dates and times will be discussed in advance.
  ○ Meet weekly with the HP and HCA to discuss house issues and concerns
  ○ Serve as a communication link between students and the administration by posting and announcing information.
  ○ Complete fire, health and safety room inspections as coordinated by the department.
  ○ HCAs receive an annual programming allowance. HCAs must either work with their AC to make programming purchases or submit receipts for reimbursement. Receipts and paperwork for reimbursements should be submitted to the AC no more than two business days after the purchase is made.
  ○ Work with the HR to identify, publicize and staff 5 hours of house trunk room duty during the last week of classes and finals.

CAMPUS BREAKS
  ● Communicate early with your supervisor about when you are planning on leaving for Fall, Thanksgiving, and Spring breaks.
  ● Remain in the house each semester through the last day of final exam period to assist HRs with Fall and Spring house closing.
  ● Remain in residence during the full duration Senior Week. If time away is needed you are required to discuss this in advance with your AC and secure a contact person for the house.
  ● Staff that are on campus for the full duration of January term and have no other significant commitments during this time will be financially compensated for staffing
houses. Houses will be staffed on a “first come, first serve” basis as there is limited funding for compensation.

COLLABORATION
- Connect regularly with and serve as a liaison to Building Services and Dining Services supervisors, custodial, and housekeeping staff.
- Manage written requests and call in any emergencies for Facilities Management assistance.
- Cooperate with Campus Police by investigating and resolving noise and other complaints.
- Cooperate, communicate and act as liaison with all departments, offices and individuals at Smith as outlined in this job description, including: Dean of Students, Class Deans, Religious and Spiritual Life, Health Services, Wellness, International Students and Study Abroad, and Multicultural Affairs.
- Assist in educating your house about the Room Selection process and help answer resident questions.
- Publicize and attend programs sponsored by the Department of Residence Life.
- Participate in Otelia Cromwell Day Events and encourage resident participation.
- Participate in Mountain Day events for house.

COMPENSATION
HCAs receive the full work-study amount allowable for the year ($4090 for 2017-2018). This is disbursed via bi-weekly checks and is considered taxable wages. If the staff member agrees to work during January term they will be compensated an additional $320 (approx.) for the year. The HCA’s compensation will be prorated if their start or end date differs from the standard contract dates.

The HCA may not hold a second campus job, regardless of whether or not they receive financial aid. The HCA may supplement their 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
HCAs must sign the Contract for Employment for Residence Life Student Staff Members. HCAs must be a full-time matriculated student at Smith College throughout the period of employment and must maintain a 2.5 cumulative GPA.

HCAs will be terminated (removed from their positions) at any time as a result of:
- Violating the College’s alcohol or drug policies, or
- Harming, endangering or threatening to harm another person.
HCA’s employment may be terminated at any time as a result of the following conditions:
  - Violation of College policy,
  - Academic probation,
  - Failure to comply with the conditions of a warning or probation as issued by the AC,
  - Failure to meet basic job expectations,
  - An unsatisfactory job evaluation,
  - Withdrawal from the College.

Resignation should be discussed with the AC. In the event of resignation or termination, the HR will vacate their 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 re-assign the former HR to a new room.

**Continuation of the appointment, remuneration, and benefits of the job is dependent upon satisfactory job performance and student status with the college.**

**Important Financial Note**
These stipends may affect the HR’s financial aid allotment. Because financial aid packages differ from student to student, any student interested in the HR position should contact the Financial Aid Office for information about how the financial aid package may be affected. No student - whether on aid or not - may hold more than one “permanent” job on campus. This means that you cannot hold a second campus job; however, you may supplement your primary earnings with spot job earnings. The limitation of one primary job per student is to insure equity and opportunity among all students at Smith and has no bearing on whether you are on financial aid or not.