

Student Advisor Job Description

The Student Advisor position is a part-time, 9-month position. The Student Advisor reports to and is under the direct supervision of the Residence Hall Director. The Student Advisor also operates under the supervision of the Community Coordinator in certain aspects of their job. Specific responsibilities of the Student Advisor are assisting with resident adjustment, programming, counseling, policy enforcement, administrative tasks, and crisis intervention.

Duties and Responsibilities:

- Assist students in transition and adjustment to college
- Complete all programming requirements, which include a minimum of four programs per semester designed to complement the educational philosophy of the department around the 6 core values
- Resident check-in and check-out
- Confront and respond to resident problems, policy violations, building issues, and/or emergencies in a professional and caring manner
- Complete evening and weekend duty requirements
- Attend weekly staff meetings
- Work 3-5 office/desk/room hours a week (at HD/GCD discretion)
- Be available for residents when home
- Attend all mandatory training sessions
- Identify and attend to student or facility concerns and report in a timely fashion
- Other additional tasks as assigned by HD/GCD/CC
- Serve on one departmental committee

Essential Functions:

- Must be personally committed toward improving his/her own development as a person and as a professional.
- Must conduct themselves in an appropriate and professional manner in all aspects of their position.
- Must be able to operate computers, copy machines, and other standard office equipment and software.
- Must be able to quickly and efficiently respond to emergency situations.
- Must be able to handle multiple and complex tasks simultaneously.
- Must be able to communicate through direct contact on a daily basis.

Personal Interaction:

Maintain regular contact with supervisor, other departments, divisions and appropriate personnel and faculty to ensure that their Residence Hall house functions effectively. Frequent interaction with students of high quality is also maintained.

Programming Expectations:

It is expected that each year, each SA completes programming that addresses each of the six core values. Programs and other efforts may address more than one core value (credit will be given for up to 2 core values per program), however it is expected that there be a minimum of four programs per semester. Additionally, student staff may use one bulletin board per semester as a passive program. To receive credit for this passive program they must complete a programming worksheet and discuss this bulletin board with their GCD/CC prior to creating the bulletin board.

All student staff are required to submit a programming worksheet to the GCD/CC for the area in which the student staff member works. This programming worksheet should be completed in a thoughtful and thorough manner. All programming worksheets are due 2 weeks prior to the date of the intended program;

this structure allows ample time for review and discussion on the part of the GCD/CC. If a student staff member would like to schedule a program without 2 weeks' notice the student staff member is responsible for scheduling an additional meeting with the GCD/CC for the area in order to discuss the program. It is expected that in this circumstance the student staff member will arrive to this meeting with a completed programming worksheet prepared to discuss the proposed program.

All student staff will be expected to complete a sociogram during a staff meeting prior to mid-term during the fall semester. While each hall leadership has some flexibility with how the sociogram is implemented it is expected that hall leadership will review expectations of student staff prior to first year move in and review progress with each staff member after the sociogram is completed. The sociogram should aid student staff and hall leadership in identifying residents who may be struggling to connect to the community and then create a plan to reach out to these residents as appropriate.

This programming model has few limitations and encourages creative thinking in the implementation of such activities. As part of our mission, we want to work with students so they are better prepared for life after college, to meet the outcomes associated with the values we have designated as vital to our departmental mission.

Additional Requirements

- 2 Campus/Community events (1 per semester)
- Door Decorations (2 per semester)
- Bulletin Boards (4 per semester)
- Spontaneous developmental opportunities
- Spontaneous community building opportunities
- One-on-one interactions with residents
- House Meetings
- House Newsletters/Email

Regarding the "Additional Requirements" outlined above, you will be informed of specific expectations during in-hall training. Community Coordinators will work directly with Student Advisors during programming brainstorming, planning, and execution.

Remuneration:

Student Advisors will be paid three-quarters of the room and board cost for a double room. If a single room option becomes available, the Student Advisor will have the option to buy-out the space at a reduced rate. Student Advisors working a facility with built-in single rooms for staff will be compensated three-quarters the cost of the single room. All compensation will be applied directly to room and board fees.