

Summer Apartment House Advisor Job Description 2009

PURPOSE:

The role of the Summer Apartment HA is to oversee and manage the operational aspects of either the Birchwood Apartments or the dorm. The Summer Apartment HA also does routine building and grounds inspections and reports any problems to Facilities Services. In addition, the Summer Apartment HA lives in the manager's apartment or in a dorm room and works with the residents to create and maintain a positive living environment conducive to the educational mission of Reed College.

QUALIFICATIONS

- One year previous HA or equivalent experience
- Show a strong desire and ability to be a leader and a positive role model for students
- Demonstrate an ability to direct a group, mediate conflict between others, and participate in team building
- Have an awareness of limitations and be comfortable asking for help and referring students when appropriate
- Effectively express thoughts and ideas in a variety of environments
- Be open to change/new ideas and be able to take direction in a non-defensive manner
- Have the ability to be non-judgmental and approachable
- Be able to meet and exceed all job responsibilities listed below
- Be in good academic standing as defined by the faculty code

APARTMENT HA RESPONSIBILITIES

Dates of Employment:

May 20th at Noon to August 13th at noon. (beginning of 2009/10 Academic Year HA Training)

Note: Summer HAs will be able to sleep in their apartment on the night of the 20th. HA can move in belongings on the 21st after 2pm. Cleaning of HA apartment will happen from 9:00am to 2:00pm on May 21st. Summer HA will need to be out of the apartment during cleaning hours.

Community Building:

- One activity and one dorm meeting each month
- Help create a positive community atmosphere within the Apartment and in the residence hall
- Promote self-governance in accord with the guidelines of the Honor Principle
- Articulate Residence Life policies and procedures as needed
- Uphold the guidelines outlined by Residence Life in the RCRRRG and encourage floor members to do so

Accessibility and Approachability:

- Know the majority, if not all, of your residents and be available for them in your residence hall
- Must be available on campus during business hours (8:30am-5pm) two days a week (4 hours each day)

Referring Students:

- Learn about applicable Reed College student resources and how to refer students to these resources appropriately
- Serve as a referral agent for students experiencing personal and academic issues and work actively with the RD in accessing the proper resources
- Serve as a liaison between students and the Office of Residence Life and Student Services
- Serve as a credible resource person regarding the College and the local community

Communication Skills:

- Develop and practice active listening skills
- Respond to communication with others in Residence Life in a timely manner (within 24 hours)
- Check voicemail and email daily

Problem Solving:

- Facilitate conflict resolution through direct communication or by consulting the Reed College community governance policies and procedures
- Respond to everyday concerns of students in the residence hall and refer when needed
- Refer crisis situations to the RD on duty

Maintenance:

- Serve as the on-site manager for the Apartments
- Complete inventories of student rooms throughout the summer as needed
- Weekly check of the laundry and supply room to insure that supplies and equipment for use by the Apartment residents are operational
- Weekly inspection of exterior lights to report to Facility Services if need repairs
- Monthly fire extinguisher inspection with United Fire

- Complete maintenance requests as needed and requested by students
- Coordinate timely follow through on maintenance needs in the Apartments including public spaces such as the laundry room, storage room, patio, and garbage/recycling area
- Serve as a liaison between students and the Office of Residence Life/Student Services
- Assist students in placing their belongings in the appropriate storage facilities (\$50 will be charged for a lost storage room key)
- Return paperwork in a timely fashion

Participation in Training and Hall Closures:

- Be available for Apartment HA Training held in April 2009 (date/time to be decided by selected HAs and Res Life professional staff)
- Participate in summer hall opening, including but not limited to, completion of room/common area inventories and resident check-in and check-out

STAFF RELATIONS

- Report directly to the Resident Director for your area and to the Assistant Dean of Residence Life during the summer.
- Cooperate and communicate with other House Advisors and Residence Life staff members

BENEFITS

- The opportunity to know more about yourself
- The chance to have a positive impact on the Reed community through residential life
- Personal development and experience in committee work, activity planning, and leadership
- The opportunity to serve as an integral member of the Residence Life staff in reviewing and shaping policies and procedures to better meet student needs
- Employer-provided housing for Summer 2009 academic year.