

HOUSE ADVISER POSITION DESCRIPTION

First-Year Community HA

2021-2022

LEARNING OUTCOMES

The HA role is designed to provide transferrable skills and enhance the residential housing experience for Reed College students by supporting the educational priorities of Residence Life. Residence Life is committed to providing opportunities for HAs that focus on developing transferable skills. In this role, HAs develop skills and experience to:

- Develop skills in leadership, community building, conflict resolution, event planning, administrative tasks, and teamwork
- Employ effective communication within a diverse community and workplace team
- Create engaging programming that meets community needs
- Utilize and oversee a budget
- Develop systems for effective task completion and attention to detail
- Assess student and community needs to make appropriate and relevant referrals
- Address interpersonal and community conflicts using a harm reduction framework
- Utilize Mental Health First Aid to triage situations involving mental health crisis or upset

POSITION RESPONSIBILITIES

Following is a list of HA position responsibilities. While we have been as thorough as possible, no position description can anticipate all of the tasks that might be required of a role. Like all roles, HAs may occasionally be asked to perform a task that is not included on this list.

Daily

- Check and respond to phone/email communication with others in Residence Life within 24 hours, except on scheduled breaks from school or the position
- Complete walkthroughs of community spaces as directed by your supervisor to ensure compliance with Reed COVID-19 guidelines and protocols

Weekly

- Pick up and hang posters from HA mailbox and/or share event information electronically by the specified timeline
- Read the HA newsletter and act on any relevant information, including passing on opportunities to your community and completing assigned tasks
- Create and manage electronic communication platform for residential community (ie. Slack, Groupme, WhatApps, etc.)

Bi-Weekly

- Attend and participate in area group meetings and response to community issues
- Attend and engage in one-on-one conversations with supervisor
 - Communicate directly with your supervisor about job related needs for time off or flexibility, in addition to resident and area group issues
 - Create professional and/or personal goals and work with your supervisor to establish strategies and skills related to those goals
 - Receive and give constructive feedback about job performance and relationship with supervisor

Monthly

- Attend and participate in all HA training sessions (including facilitating activities/discussion with peers as directed)
- Facilitate community meetings as directed by your supervisor

Quarterly

- Complete one self-guided and one social program per quarter and complete all associated administrative tasks as directed by your supervisor during designated time periods
- Complete intentional conversations with each first-year and transfer resident during designated periods and an intentional effort to connect with every other community member one-on-one

Ongoing

- Serve as a non-confidential resource for students in need of personal, academic, health, or mental health support services, and refer crisis situations to Community Safety and/or other appropriate resources
- Send maintenance and housekeeping requests to Physical Plant and technology related issues to Computer User Services in a timely fashion and inform your supervisor when issues are urgent or go unresolved
- Comply with all guidelines and requests related to obligated reporting, confidentiality, and record keeping and retention
- Adhere to all Reed College and Residence Life policies and procedures, including the AOD policy, COVID-19 guidelines and protocols, and the Housing Contract and COVID-19 Addendum
- Help create a safe, healthy, and inclusive atmosphere within your area group and community in support of our educational priority
- Collaborate with your residents to establish community expectations during the beginning of the year community meeting
- Promote dialogue and education around the Honor Principle and its application in the community
- Educate residents about Residence Life policies and procedures (including the AOD policy and Housing Contract) utilizing a harm reduction lens

As Needed

- Proactively address deviations from community norms and/or resident concerns that adversely impact the well-being of individuals or the community
- Address behavior that violates Reed's COVID-19 guidelines and protocols, which may include intervening in the moment or reporting behavior to the Area Coordinator, College non-compliance form, and/or other appropriate College officials
- Facilitate conflict resolution through direct communication with residents or by consulting with appropriate resources, such as your supervisor or Honor Council
- Participate in and support departmental processes, including but not limited to: Room Registration, HA selection process, working groups or committees, professional staff searches, storage, and Residence Life social media presence
- Participate in departmental communication initiatives, including but not limited to hanging up printed materials, emailing or posting of digital materials and creating content
- Participate in all Residence Life evaluations and assessments (including training, programming, and staff evaluations)
- Participate in hall openings and closings, including but not limited to, completion of room/common area inventories, holding community meetings, and disseminating information to residents
 - Participate in residential check-in and check-out processes as determined by the department, which may include, but is not limited to; student move-in, college breaks, and end of the year move-out
- Assist in staffing and coordinating Orientation Week activities as assigned
- Assist with processes related to COVID-19 response (i.e. food access programs like wellness meals or Reed Community Pantry; storage access processes)

- Participate in timely response to any unforeseen event or emergency (i.e. assisting with student relocation due to a wide-spread facilities issue)

ON-CAMPUS TRAINING AND EVENTS SCHEDULE:

HAs are expected to attend and actively participate in all on-campus trainings and scheduled events. Dates are still being determined, but include:

- **Fall HA Training:**
- **Orientation**
- **Continued HA Trainings (CHAT):** throughout the semester
- **Fall Semester Hall Closing**
- **Paideia:** HAs are expected to be on campus when halls open this week
- **Winter Training:** typically during Paideia week
- **Spring Semester Hall Closing**