General Description
The House Advisor (RA) is a live-in, undergraduate residence hall staff member responsible for assisting the Resident Director (RD) with the successful provision of services, resources and programs in Creighton’s Kiewit Hall, a freshman residence hall. The HA directly serves 32 students while providing guidance and administration oversight for three (3) additional Resident Advisors and their respective students. The HA receives direct supervision from the RD and their employment period is on a 9-month cycle beginning in August.

Qualifications
- Applicants cannot be on Academic or Disciplinary Probation and must have a Q.P.A. of 2.70 to apply for the HA role.
- Achieved Junior status or at least 4 semesters of collegiate academic work and enrolled as a full-time student during employment.
- Prior residence hall staff experience is preferred and will be used as an initial criterion in evaluating candidates.

Student Responsibilities
1. A Q.P.A. of 2.70 must be maintained while employed in the House Advisor role.
2. Lives out and models all expectations in full as outlined in the Student Credo, the Creighton University Student Handbook, and the Department of Residence Life Student Staff Employment Agreement.
3. A HA cannot remain in the position if on Academic or Disciplinary Probation with the University.

Position Responsibilities
Student & Community Development (70%)
1. Works to promote community & personal development in the context of a Jesuit, Catholic liberal arts institution.
2. Knows 100% of the residents on their wing within the first six (6) weeks and 100% of the house residents by Winter Break.
3. Positively contributes and meets all expectations of RAs in the freshman program residence halls.
4. Individually meets with the Resident Director every other week, updating the RD on resident concerns and house issues.
5. Recognizes the special contributions of individual residents and staff members.
6. Assists in creating an orderly environment that supports academic and personal pursuits. This includes, but is not limited to, mediating roommate conflicts, informing residents about any pertinent community news/announcements, and sponsoring events and/or activities that serve to build community within that house.

Administration & Facility Operations (15%)
1. Holds weekly House Meetings and assists the Resident Director in the RD’s evaluation of the RAs in that house.
2. Accounts for all record keeping and administrative tasks completed by the RAs within their scope of authority. Maintains accurate and up to date records of room assignments, check-ins/check-outs, occupancy reports, and other operational information relevant to that house.
3. Conducts weekly inspections of the physical environment of the HA’s floor and house. Coordinates and conducts health and safety inspections during Fall, Christmas, and Spring Breaks for that house.

Student Care & On-Call Duty (10%)
1. Assists the other RAs in the house with following up on student issues, inappropriate behavior, roommate & floor issues, etc.
2. Performs on-call duty on a rotating basis for the residence halls, serving as the first-response university official and performing three (3) nightly duty tours through each facility assigned by the Resident Director.
3. Shares information about students with their supervisor and other appropriate University personnel. Due to the nature of the relationship between the Resident Advisor and the student, confidentiality can never be absolutely guaranteed.
4. Fulfills security-desk hours on a rotating basis for the residence halls on Friday and Saturday nights from 7pm-2am.

Departmental & University Duties (5%)
1. Serves as a senior staff member of Kiewit Hall providing leadership, energy, and expertise in nurturing a freshman, co-ed hall.
2. Attends house advisor meetings, hall staff meetings, freshman program meetings, and Residence Life training sessions.
3. Participate in other department/university committees aimed at encouraging student and community development.
4. Outside the HA role, all other combined activities including internships or other employment cannot exceed eight (8) hours/week without advance approval by the Resident Director.
5. HAs are required to be in their residence hall a minimum of four (4) nights per week for at least four hours. HAs also receive two (2) weekends off per semester, not including retreat or leadership activities off-campus.
6. Other duties as assigned by the Resident Director and senior members of the Department of Residence Life.

Remuneration
This 9 month, live-in appointment provides a stipend of $900.00, a meal plan and a private, single bedroom. The RA may be compensated for other work (not mentioned above previously in this document) done outside the regular Residence Life academic year (Christmas break and Summer, specifically). This position is considered a 20hr per week position, not including on-call duty responsibilities. An RA can work up to an additional eight (8) hours at their front desk outside of their 20hrs in the RA position with the permission of the Resident Director. Students who receive room and/or board as a condition of scholarship, award, or grant cannot receive a cash equivalent for the Assistant Resident Director room and board benefit.

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