

Creighton UNIVERSITY

Department of Residence Life

HOUSE ADVISOR (HA) POSITION DESCRIPTION

General Description

The House Advisor (HA) is a live-in, undergraduate residence hall staff member responsible for assisting the Resident Director (RD) and Assistant Resident Director (ARD) with the successful provision of services, resources and programs in Creighton's Kiewit Hall and Swanson Hall. The HA directly serves approximately 30 students while providing guidance and administration oversight for three (3) additional Resident Advisors (RAs) and their respective resident students. The HA receives direct supervision from the RD and their employment period is on a 9-month cycle beginning in August.

Qualifications

1. Achieved junior status or completed (4) semesters of academic work.
2. Cannot be on Academic or Disciplinary Probation and must have a QPA of 2.70. A student cannot be employed or receive any benefits if they are placed on academic or disciplinary probation.
3. Must be able to attend all applicable student staff training including; COU 390 "The Residence Life Institute" (which starts in July with online modules) and have earned a B or better for the class, Fall Training, Winter Training and Spring Training
4. Agree to have other obligation(s), sans academic requirements, paid or otherwise, approved by the immediate supervisor and understand that these obligations generally cannot exceed (8) hours per week. **Specifically, these 8 hours include other activities in which the student staff member is involved and other paid employment commitments during the employment period** including but not limited to internships, Greek commitments, student organization involvement, and so on.

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 and will spend at least two evenings on the other three wings getting to know residents within the first six (6) weeks.
3. The HA should know the majority of the residents on both floors by the end of the first semester.
4. Positively contributes and meets all expectations of RAs in their freshman or sophomore program residence halls.
5. Individually meets with the GARD every other week, updating the GARD on resident concerns and house issues.
6. Recognizes the special contributions of individual residents and staff members.
7. 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. Assists in accounting for all record keeping and administrative tasks completed by the RAs within their scope of authority. Assists in the maintaining of 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 and submits work orders for maintenance issues while also informing GARD. 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. Covers the desk for either Kiewit or Swanson if a desk assistant does not show.
4. 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.
5. 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 and Swanson Hall, providing leadership, energy, and expertise in nurturing students in their hall.
2. Attends and participate in house advisor meetings, hall staff meetings, freshman/sophomore 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 received two (2) weekends off per semester, not including retreat or leadership activities off-campus.

Updated: Spring 2009
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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 \$1200, a meal plan and a private, single room. The HA 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 HA can work up to an additional eight (8) hours at their front desk outside of their 20hrs in the HA 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 Resident Advisor room and board benefit.

- Some details are subject to change- updated position description available at the time employee begins to receive pay from the Department of Residence Life.

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