

Apartment House Advisor Job Description 2012-2013

PURPOSE:

The role of the Apartment House Advisor is to oversee and manage the operational aspects of the Birchwood Apartments or the RCAs including, but not limited to, room check-ins and check-outs, equipment and supply management and conducting building and grounds inspections to report any issues with Facilities Services. In addition, the Apartment HA lives in the manager's apartment and works with the residents of the apartments to create and maintain a positive living environment conducive to the educational mission of Reed College.

QUALIFICATIONS

- Strong desire and ability to be a leader and a positive role model for students
- Ability to direct a group, mediate conflict between others and work on a team
- Awareness of limitations and be comfortable asking for help and referring students when appropriate
- Communicate thoughts and ideas effectively in a variety of environments
- Flexible to change and new ideas
- Receive and make changes upon constructive feedback
- Maintain a high level of approachability and be accessible to residents as needed
- Remain in good academic standing as defined by the faculty code

APARTMENT HA RESPONSIBILITIES

Community Building:

- Work to establish a positive and healthy living environment conducive to student academic goals
- Help create a positive community atmosphere within the apartments
- Promote self-governance in accord with the guidelines of the Honor Principle
- Articulate and uphold Residence Life policies and guidelines as outlined in the Housing Contract
- Assist staffing and coordinating Orientation Week activities
- Fulfill all programming requirements outlined by the supervising RD

Accessibility and Approachability:

- Build relationships with the majority, if not all, residents living in the assigned apartment area
- Be available for office hours two evening hours a week as coordinated with the supervising Resident Director
- Limit outside employment to 10 hours a week unless special arrangements are made with the supervising Resident Director

Referring Students:

- Refer students knowledgeably and appropriately to applicable campus 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:

- Use excellent interpersonal and active listening skills to build relationships with residents and address community needs
- Complete administrative tasks and respond to communication in a timely manner
- Understand and articulate Reed's Alcohol and Other Drugs policy and implementation plan

Problem Solving:

- Facilitate conflict resolution through direct communication and/or Reed College community governance policies and procedures
- Respond to concerns of students in the residence hall and proactively address community issues
- Refer crisis situations to the Resident Director On-Call and/or Community Safety

Maintenance:

- Serve as the on-site facilities manager for the apartments
- Participate in hall openings and closings, including but not limited to, completion of room/common area inventories and resident check-in and check-out
- Assist the RD in the maintenance and management of the community storage area
- Complete a weekly check of the laundry and supply rooms and a weekly inspection of exterior lights and report any needed repairs to Facilities Services
- Submit maintenance requests as needed and requested by students
- Coordinate timely follow through on maintenance needs in the apartment community 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 and Student Services division
- Assist students in placing and accessing their belongings in storage facilities (\$50 will be charged for a lost storage room key)

STAFF RELATIONS

- Report directly to and work closely with the Resident Director of the apartment communities
- Attend and participate in all staff in-service training sessions
- Attend and participate in bi-weekly area group meetings and individual meetings with the supervising RD
- Assist with the housing lottery during the spring semester
- Assist as needed with HA selection for the 2013-14 academic year
- Cooperate and communicate with other House Advisors and Residence Life staff members
- Participate in all Residence Life evaluations and assessments (including program and staff evaluations)
- Assist with Closing of the Apartments for Spring Semester 2013 with the supervising Resident Director

TRAINING AND PARAPROFESSIONAL DEVELOPMENT

The Apartment House Advisor is expected to attend and participate in the following trainings, campus events and hall opening and closing events:

- **Spring Training:** Friday, April 6, 2012, 3 - 7 p.m.
- **Fall Training/Welcoming/Orientation Week:** Friday, August 10, 2012, 5 p.m. – Sunday, August 26, 2012.
 - Halls open at 9 a.m. on Thursday, August 9 for HA move-in.
 - Speak with respective RD for information on free time opportunities during this period
- **Winter Training:** Tuesday, January 22, 2013
 - HAs are expected to return to campus Friday, January 13, 2012
- **HA In-Services** (HAs must attend all in-services and trainings held on select Friday afternoons)
 - September 14, 2012
 - October 5, 2012
 - November 9, 2012
 - December 7, 2012 (Res Life Winter Celebration)
 - February 8, 2013
 - March 1, 2013

House Advisors are also expected to be on campus the following dates:

- The first weekend of school (Orientation): Friday, August 24 – Sunday, August 26, 2012
- Fall semester hall closing: Saturday, December 15, 2012 until noon
- Paideia: Friday, January 18, 2013
- Spring semester hall closing: Wednesday, May 22, 2013 until noon

BENEFITS

- Develop and build upon skills in community building, conflict resolution, event planning, administrative tasks, teamwork and overall professionalism
- Positively impact the Reed campus community and the academic and social experience of peers living on-campus
- Be an integral member of the Residence Life staff in reviewing and shaping policies and procedures to better meet student needs
- Employer-provided housing and meal plan for the 2012-2013 academic year. If you choose to be off-board, you will not receive cash value for it. Apartment House Advisors will be able to get more pack-outs with their board plan