

# Apartment House Advisor Job Description 2009-2010

## **PURPOSE:**

The role of the Apartment HA is to oversee and manage the operational aspects of either the Birchwood Apartments or the RCAs including, but not limited to, room draw, room check-in and check-out, equipment check out, and stocking the supply room and laundry room. The Apartment HA also does routine building and grounds inspections and reports any problems to 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**

- 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**

### ***Community Building:***

- Work to establish a living environment that is conducive to student academic goals
- Help create a positive community atmosphere within the Archipelago area group 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
- Assist staffing and coordinating Orientation Week activities (i.e. passing out materials, escorting new families around campus, helping with setup/break down of events, staffing doors at activities, sharing your Reed experiences, etc) and provide a welcoming atmosphere for new students
- Coordinate at least 3 substantial activities for your community during each semester
- Coordinate one activity per month for all other months
- Create an opportunity for your community to attend one all-campus activity a semester (i.e., gray fund events, a campus play, a sporting event on campus, etc.)

### ***Accessibility and Approachability:***

- Know the majority, if not all, of your residents and be available for them in your residence hall
- Be available for office hours two evening hours a week as coordinated with your RD
- Limit outside employment to 10 hours a week unless special arrangements are made with the assigned RD supervisor

### ***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
- Participate in hall openings and closings, including but not limited to, completion of room/common area inventories and resident check-in and check-out
- Complete inventories of student rooms throughout the academic year 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
- Send a weekly maintenance and housekeeping report to your RD
- 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, Orientation and Hall Closures:***

HAs are expected to be present for all these events/training sessions:

- **Spring Training:** Friday, April 3, 2009, 3-7 pm
- **Fall Training/Welcoming/Orientation Week:** Friday, August 14 @ 5pm – Sunday, August 30, 2009 (*Halls open at 9am on Aug. 13 for HA move-in*)
  - Speak with respective RD for information on free time opportunities during this period
- **Winter Training:** Thursday, January 21, 2010  
(*HAs are expected to return to campus January 15, 2010*)
- **HA In-Services** (HAs must attend **all** in-services and trainings) (held on Friday afternoons)
  - September 4, 2009
  - October 2, 2009
  - November 6, 2009
  - December 11, 2009
  - February 5, 2010
  - March 5, 2010
  - April 2, 2010
  - May 7, 2010

HAs are expected to be on campus the following dates:

- **The first weekend of school (Orientation):** Friday, Aug. 28 – Sunday, Aug. 30, 2009
- **Fall semester hall closing:** Saturday, December 19, 2009 until noon
- **Paideia:** Friday, January 15, 2010
- **Spring semester hall closing:** Wednesday, May 19, 2010 until noon

### **STAFF RELATIONS**

- Report directly to the Resident Director for your area
- Attend and participate all staff in-service training sessions
- Attend and participate in area group meetings (alternating weeks) and individual meetings with your RD (alternating weeks)
- Assist with the housing lottery during the spring semester
- Support and participate in your area group; maintain communication and involvement within the area group
- 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 2009 with current Resident Director

### **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 and meal plan for the 2008/2009 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 plan