

## House Assistant Job Description

Simpson College is fortunate to have the opportunity to provide housing for many of our Greek organizations. The HA serves as the liaison between the Department of Residence Life and those students affiliated with Greek organizations currently residing in on-campus housing. The Department of Residence Life relies heavily upon the HA's knowledge of their students and chapter in order to meet their needs and to allow both the organization and Residence Life to fulfill the expectations outlined in the Greek Housing contract.

House Assistants enhance each Greek student's experience by providing information, direction, guidance, friendship, support, and community within each house. This occurs within the context of creating community. The House Assistant's primary responsibility is to create and maintain a cooperative and considerate educational community living environment that fosters the maximum growth and development of each student, and to contribute to and support the academic success of each member of that community.

House Assistants are required to interact with a wide variety of people. It is therefore essential that they be able to communicate openly and honestly with the members of their organization and the overall Simpson community. The quality of the efforts extended by the House Assistant while functioning as listener, referral agent, and/or supporter have direct bearing on the quality of life experienced by all members of the community.

**SUPERVISOR:** The House Assistant reports to the Area Coordinator for Apartments and Greek Housing.

**GENERAL RESPONSIBILITIES:** The responsibilities of the House Assistant are broadly defined so as to encompass a degree of responsibility for the entire residential program. The HA's responsibilities may extend over 24 hours a day, seven days a week. They tend to fall into three main areas:

- **COMMUNITY DEVELOPMENT RESPONSIBILITIES:** A "sense of community" occurs when the members of a living area respect each other's needs and rights. The House Assistant's role is to actively aid and advise residents in developing individual responsibility, self-regulation, personal growth, and social awareness, as well as to develop personal relationships to individually support and assist other residents. The House Assistant also works to develop the whole campus community by facilitating the relationship between the Department of Residence Life and the Greek organization, its leadership, and members. To facilitate community development that fosters individual growth and learning, the House Assistant will:
  1. Be available in and around the house a majority of the time, particularly evenings, stopping by individual rooms, keeping an open door policy, and, in general, fostering a positive relationship with all the house members.
  2. Be "on-call" for the Greek housing area on a rotating basis with the other HA staff. When designated as "on-call", perform the tasks reviewed in training.
  3. Be knowledgeable of campus and community resources and be able to refer students when necessary.
  4. In collaboration with the house leadership, develop and support community standards consistent with the college's mission and policies.
  5. Mediate roommate conflicts as necessary.
  6. Help students adjust to college and life at Simpson.
  7. Give regular feedback to residents and the house leadership concerning the atmosphere of the house and how resident behaviors impact others.
  8. Encourage residents to respect one another by being sensitive to each other's needs, maintaining open communication channels, and confronting each other with concerns and issues.
  9. In collaboration with the house leadership, report at chapter meetings as necessary.
  10. Approach discipline in a developmental manner, not as a personal one.
  11. Keep residents informed of important dates and activities by maintaining a neat, up-to-date bulletin board at least once a month.
  12. Know when a resident is acting out of the ordinary, i.e., eating, studying, or drinking habits, attitude, etc., and follow-up appropriately.
  13. As a team of HA's, complete a minimum of four programs/Greek housing community builders per semester.
  14. Actively support the development of a community that values individual differences and respects the rights and opinions of all residents.

- **ADMINISTRATIVE:** House Assistants assist the professional staff with administrative functions in a prompt and thorough manner. These tasks include, but are not limited to:
  1. Assist with daily operational procedures: check-in/check-out, room changes, damages, room changes, identifying and reporting maintenance and safety problems, etc.
  2. Arrive early each term for training (see below) and stay late to close the house.
  3. Inform residents of the fire evacuation, tornado procedures, and other house safety issues and monitor the condition of fire safety equipment in the house.
  4. Respond to emergency and crises situations as reviewed in training.
  5. Interpret, enforce, and support college policies with residents.
  6. Gather facts and document all incidents impacting the smooth operation of the residence life program, including reporting all policy violations to the Area Coordinator.
  7. Follow up on resident concerns and requests for information.
  8. Perform other administrative tasks as requested by supervisors.
  
- **STAFF RESPONSIBILITIES:** As a member of the Residence Life staff, a House Assistant is a member of the Residence Life staff team. Each HA formally reports to the Area Coordinator for Apartments and Greek Housing, the Director of Residence Life, and the Associate Dean of Students. In addition to this formal channel, a positive informal relationship is vital to an effective staff team. Thus, communication, both with supervisors and co-workers, is a prime responsibility for the House Assistant. Components of this include:
  1. Attend and actively participate in selected staff training, staff meetings, and staff retreats;
    - Fall training—August 16<sup>th</sup> until start of fall semester
    - Winter Retreat—Weekend prior to beginning of Spring classes
  2. Attend and actively participate in weekly staff meetings with the Area Coordinator.
  3. Report all emergency and crisis situations immediately to the on-duty staff member or first available Student Development Staff member.
  4. Maintain student and information confidences.
  5. Demonstrate respect and support for college policy, professional staff, and fellow staff members.
  6. Develop and maintain positive working relationships with maintenance and custodial staff.

#### **JOB QUALIFICATIONS:**

1. Have and maintain a minimum 2.5 grade point average - cumulative and semester.
2. Hold sophomore or higher standing.
3. Have at least one-year group living experience.
4. Maintain full-time status (12 hours each semester and three hours during May Term)
5. Live in a Greek Housing living unit as assigned by the Department of Residence Life.
6. Obtain prior approval from the Area Coordinator before committing to involvement in activities that may interfere with job performance. This includes employment, extra course load, etc.
7. Manage time and commitments to avoid unnecessary conflicts between position responsibilities, academic expectations, and extra-curricular activities.
8. Function as a positive, contributing and supportive member of the Residence Life Staff.
9. Carry out all duties and responsibilities as outlined by the job description and as may be assigned by the Area Coordinator.
10. Be familiar and adhere to all college residence hall policies as stated in the Simpson College Handbook, the catalog, and the housing contract.
11. Act as a positive role model for all students, maintaining individual integrity and good character and showing good judgment on and off campus.

#### **REMUNERATION:**

\* HA's receive a stipend that equals the room rate.

\* The House Assistant position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume and credentials.