



Student Staff Member Re-Application  
2009-2010

## Community Advisor Job Description- Apartments

### Requirements:

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CA's are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term)
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.
8. On-campus employment is encouraged. It is recommended that off-campus employment be limited to an average of 10-15 hours per week.

### Staff Responsibilities:

#### COMMUNITY DEVELOPMENT:

1. Promote community within the apartment building by being visible, knowing the name of every resident, regularly interacting with residents, etc.
2. Use a variety of means to survey interests, needs, and capabilities of your residents; relay campus and community information; and provide a mechanism for apartment residents to communicate with each other.
3. Be an effective listener and communicator.
4. Act as an educational resource and provide referrals when appropriate.

#### PROGRAMMING ROLE:

1. Promote campus, community, and Residence Life program activities.
2. Plan, initiate, and evaluate a number of educational programs each semester as required.
3. Work closely with the apartment council in promoting residential unity and identity.
4. Encourage interaction between faculty, staff and students.

#### ADMINISTRATIVE ROLE:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned apartment building at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks).
3. Assist in the evacuation of the apartment building during emergencies.
4. Be on duty for all the apartment complexes on a scheduled rotating basis established by the Area Coordinator.
5. Address violations of policy.
6. Required attendance at all training sessions, staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

### Additional Expectations:

\*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

\*Serve as a role model to other students.

\*Be present in the apartment building most evenings and weekends. Schedule one weekend off each month with AC.

\*CA's are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Director of Residence Life, or Associate Dean of Students.

\*CAs are expected to notify and/or obtain prior approval from their AC, Director of Residence Life, or the Associate Dean before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

### Remuneration:

\* CAs receive a stipend that approximately equals the yearly residence hall room rate plus \$700 paid in ten equal installments.

\* CAs live in specified apartments with the roommate(s) of their choice.

## House Assistant Job Description

**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:**

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", he/she will perform the tasks reviewed in training.
3. Be knowledgeable of campus and community resources and be able to refer students when necessary.
4. Mediate roommate conflicts as necessary.
5. Keep residents informed of important dates and activities by maintaining a neat, up-to-date bulletin board.
6. As a team of HAs, complete a minimum of four programs/Greek housing community builders per semester.

- **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. Gather facts and document all incidents impacting the smooth operation of the residence life program, including reporting all policy violations to the Area Coordinator.
6. Follow up on resident concerns and requests for information.
7. Perform other administrative tasks as requested by supervisors.

- **STAFF RESPONSIBILITIES:**

1. Attend and actively participate in selected staff training, staff meetings, and staff retreats;  
    Fall training—Approximately 1.5 weeks prior to the 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.

**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. 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.
6. Function as a positive, contributing and supportive member of the Residence Life Staff.

**REMUNERATION:**

\* HAs receive a stipend that equals the room rate paid in ten equal installments.

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

\*This is a shortened version of the complete description, which can be found online at <http://www.simpson.edu/reslife/involved/HAJobDescription>.

## Community Advisor Job Description

### Requirements:

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CA's are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term)
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

### Staff Responsibilities:

#### ► *COMMUNITY DEVELOPMENT:*

1. Develop interpersonal relationships with floor residents.
2. Assert yourself as an advisor through preventive, supportive and informative advising.
3. Be an effective listener and communicator.
4. Act as an educational resource and provide referrals when appropriate.
5. Conduct monthly floor meetings and use additional means by which to survey interests, needs, and capabilities of your residents.
6. Promote hall, floor, and Residence Life program activities.
7. Plan, initiate, and evaluate a number of educational programs each semester as required.
8. Work closely with your hall government representatives in promoting floor unity and identity.
9. Encourage interaction between faculty, staff and students.

#### ► *ADMINISTRATIVE ROLE:*

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
3. Assist in the evacuation of the hall during emergencies.
4. Be on duty for the entire hall or area on a scheduled rotating basis established by the Area Coordinator.
5. Address violations of policy.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

### Additional Expectations:

\*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

\*Serve as a role model to other students academically and socially.

\*Be present in the hall most evenings and weekends. Schedule one weekend off each month with AC.

\*CA's are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Assistant Director of Residence Life, Director of Residence Life, and Associate Dean of Students.

\*CA's are expected to obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

### Remuneration:

\* CA's receive a stipend that approximately equals the yearly residence hall room rate plus \$1400 paid in ten equal installments

\* The Community Advisor Position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume and credentials.

## Program Assistant Job Description

### Requirements:

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 3.0 based on a minimum of 12 credit hours preferred.
3. PA's are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term)
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid
7. Employment is for a full academic year.

### Staff Responsibilities:

#### ► PROGRAMMING ROLE (beyond CA Community Development):

1. Plan, initiate, and evaluate a number of educational programs each on a wide number of topics including academic, educational, multi-cultural, transitional, service, and leadership for your building and area.
2. Do passive programs, such as bulletin boards and newsletters to advertise issues and resources.
3. Work closely with Hawley Resource Center, Destination Leaders, staff, and faculty to assist our First-Year students' needs.
4. Help with the implementation of traditional Simpson College programs.
5. Work with individual students on basic academic and other transitional needs and refer them on to proper resources.
6. Find ways to reward and recognize students for their achievements.
7. Serve as a programming resource to fellow student staff members.

#### ► COMMUNITY DEVELOPMENT:

1. Develop interpersonal relationships with floor residents.
2. Assert yourself as an advisor through preventive, supportive and informative advising.
3. Be an effective listener and communicator.
4. Conduct monthly floor meetings and use additional means by which to survey interests, needs, and capabilities of your residents.
5. Promote hall, floor, and Residence Life program activities.
6. Plan, initiate, and evaluate a number of educational programs each semester as required.

#### ► ADMINISTRATIVE ROLE:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
3. Assist in the evacuation of the hall during emergencies.
4. Be on duty for the entire hall or area on a scheduled rotating basis established by the Area Coordinator.
5. Address violations of policy.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

### Additional Expectations:

\*PA's should be a self motivated individual who can work both in groups and independently and can step outside of their shell and have tough conversations with students they may not know very well.

\*PA's are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Assistant Director of Residence Life, Director of Residence Life, and Associate Dean of Students.

\*PA's are expected to obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

\*PA's are expected to adhere to all other expectations set forth in the CA job description

### Remuneration:

\* PA's receive a stipend that approximately equals the yearly residence hall room rate plus \$2100 paid in ten equal installments.

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

## Student Staff Re-Application Process

The re-application process to return as a Student Staff Member is as follows:

1. **APPLICATION** – You will need to submit a résumé and letter of application along with the actual application form. Your completed application packet is due on **Friday, January 23<sup>rd</sup>, 2009**. Turn in your application packet in to the Student Development Office (BSC). Please feel free to turn your application in early.
2. **THREE REFERENCES** – References and contact information should simply be listed at the end of the résumé.
3. **INDIVIDUAL INTERVIEW** - Candidates will participate in a personal half-hour interview with Residence Life Staff members between **January 26<sup>th</sup> and 30<sup>th</sup>**. You will sign up for this interview when you turn in your application.

*Selection of all staff will be announced on February 13<sup>th</sup>, 2009. The SHC positions will be announced earlier and the new SHCs will aid the professional staff with the selection process. All applicants will receive notice by mail at that time. If you have any questions, please contact Luke Behaunek, Area Coordinator (x1862).*

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### Student Staff Re-Application

Thank you for re-applying. As a returning staff member, you are a valuable resource that can aid new staff with adjusting to their role and learning new skills. We, as a Professional Staff, have under-utilized your abilities and knowledge in past years. In the coming training and academic year, we plan to utilize your skills and knowledge to a higher extent to help new staff with their positions and to help you become a stronger and more effective leader.

Please complete the following form carefully and thoroughly. Do not forget to attach your letter of application and résumé with three references. **Please print or type your information.**

#### I. PERSONAL DATA:

Name \_\_\_\_\_ Sex \_\_\_\_\_  
Last First Middle

Campus Address \_\_\_\_\_  
Hall & Room Extension Cell # Mailbox

Home Address \_\_\_\_\_  
Street City Zip Telephone

#### II. EDUCATION:

Present Status: \_\_\_\_ 1<sup>st</sup> Year \_\_\_\_ 2<sup>nd</sup> Year \_\_\_\_ 3<sup>rd</sup> Year \_\_\_\_ 4<sup>th</sup> Year

# Semester hours completed at Simpson as of the end of the Fall 2008 semester \_\_\_\_\_

# Semester hours planned for Fall '09 term \_\_\_\_\_ Spring '10 term \_\_\_\_\_

Expected graduation date \_\_\_\_\_ Major \_\_\_\_\_ Cum GPA \_\_\_\_\_ Last term GPA \_\_\_\_\_

Will you be interning, teaching, or involved in a clinical, theatrical, or musical experience of any type next year? Yes \_\_\_\_\_ No \_\_\_\_\_

