



**SIMPSON COLLEGE**

Student Staff Application

Community Advisor and House Assistant

**2009-2010**

## 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.

\*Return to campus early to begin fall training on Thursday, August 20, 2009

### Remuneration:

\* CA's receive a stipend that approximately equals the yearly residence hall room rate plus \$1400 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.

## 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— begins August 20, 2009
    - 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>.

# Student Staff Application Process

Thank you for your interest in a Student Staff position for the Department of Residence Life at Simpson College. In this packet you will find the current job description, application, and 2 reference forms. The application process is as follows:

1. **APPLICATION:** The completed application is due **Friday, January 30<sup>th</sup>, 2009**. Turn your application into the Student Development Office reception desk (BSC). At that time you will be asked to sign up for an interview time, so please bring your planner with you so you can pick a time that does not conflict with your schedule. You are encouraged to turn your application in early.
2. **2 REFERENCES:** Reference forms should be distributed to the following persons: 1) a recent employer or volunteer supervisor and 2) an administrator, faculty member, or staff member of Simpson College. You must sign and complete the information on the front of the reference form to indicate whether or not you waive your right to review the recommendation. Completed references should be received in the Student Development Office by **Friday, January 30<sup>th</sup>, 2009**. If this is going to be a problem, please contact Luke Behaunek (x1862)
3. **JOB SHADOW:** As part of the application process, applicants will need to spend 1-2 hours in an "internship" with a student staff member of your choice (preferably one in a hall where you will ultimately want to work) when that staff member is "on-duty". It is your responsibility to set this up.
4. **INTERVIEW:** When you turn in your completed application you will need to sign up for a 1-hour interview time slot. Interviews will be conducted by current members of the Residence Life staff during **February 2-6**. This interview should be treated as a professional interview. More information on the interview process will be provided to you as the time gets closer.
5. **GROUP INTERVIEW:** A critical part of the interview process in the group interview day. This will take place during the afternoon of **Sunday, February 8<sup>th</sup>**. This is a more relaxed interview session where you will participate in a series of activities that will help us to measure your interpersonal skills, ability to work under pressure, and attention to detail.
6. **ANNOUNCEMENT OF POSITIONS:** Applicants will be notified of their hire status on *Friday, February 13<sup>th</sup>* through a letter in campus mail. Please do not contact Student Development prior to this time as that information will not be available.
7. **NEW STAFF CLASS AND SPRING TRAINING:** Members of the 2009-2010 student staff will be required to take part in a series of "New Staff Classes" during the spring semester. These classes are required and considered part of the training process. The dates for New Staff class and spring training are TBA but will most likely take place during the end of February and March. We will let you know these dates soon after hiring is completed.

## Student Staff Application

Please complete the entire application carefully and thoroughly. **Please type or print.** Your answers will be used in assessing your qualifications for a student staff position. Please make sure that you are checking you Simpson e-mail and voicemail. This is the way that the department will be contacting you throughout the process and how the department will be contacting you while in student staff position.

### I. PERSONAL DATA:

Name: Last First Middle Sex:

Campus Address: Hall & Room Extension Mailbox

Home Address: Street City/State

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 or special experience of any type next year?

No:  Yes:

If yes, please explain and indicate which term and how many hours a week:

### III. APPLYING FOR: (check all that apply; you can apply for both)

2009-2010 Community Advisor

2009-2010 House Assistant

#### IV. QUESTIONS:

Please type your answers to the following questions on a separate piece of paper that is stapled to this application.

1. What type of relationship do you have with your current CA/HA, and how has this influenced your decision to apply for that position? You may also discuss your relationship with other CAs or HAs that are not your staff.
2. List recent work/volunteer experiences and campus activities. How have they helped you prepare for a student staff position?
3. What activities and leadership positions will you be involved with next year, and how will you work around them in regards to this position? Also include any off-campus employment.
4. Which two characteristics of Simpson would you never change, and what are two things about Simpson that you think need improvement?
5. Describe the ideal CA/HA. (comment on the position you are applying for)
6. State any other reasons that you are applying for a student staff position.

#### VI. JOB SHADOW (for CA and HA candidates)

As part of your application process, you will need to spend 1-2 hours in shadowing a student staff member of your choice during the time when that member is on duty. What will you do during that internship time? Go on a duty round with the CA/HA and ask lots of questions about the pros & cons of the position, the time commitment, what an average day is like, tips on how to handle situations, how to create a hall community, etc. The purpose is for you to get information and for the Community Advisors/House Assistants to get to know you better. This isn't an interview situation. You will not be evaluated and the CA's/HA's will not be asked for their feedback of your internship time. Please fill out the information below and **have the CA/HA sign it**. This must be completed prior to the application deadline. Have fun!

I HAVE COMPLETED THE JOB SHADOW PORTION OF THE CA/HA APPLICATION PROCESS.

Name of CA/HA shadowing with: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hall: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ CA's/HA's signature \_\_\_\_\_

#### VII. REFERENCES

Please list the two people whom you are asking to submit references in your behalf. The references must be from: 1) a recent employer or volunteer advisor and 2) an administrator, faculty member, or staff member. If you will have any problem in obtaining these specific references, please contact Luke Behaunek (x1862).

Name	Title (if any)	Phone
1.		
2.		

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*The information supplied in this application is correct to the best of my knowledge. I have read the relevant Community Advisor Job Description/House Assistant Job Description supplied with this application and agree to comply with all requirements should I be offered and select a student staff position. In addition, I understand that should I be hired, I must attend *all* training sessions and scheduled meetings pertaining to the position for which I am hired. (Please refer to the job description for required training dates.)*

*I hereby authorize the Staff Selection Committee to review and discuss any grades and records of extracurricular activities concerning me that are maintained by Simpson College or submitted by me for their consideration.*

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Signature of Applicant

Date of Application