

# Office for Residential Life & Housing Services

## GRADUATE HOUSE ADVISOR

The Graduate House Advisor (GHA) is a para-professional staff member for the Office for Residential Life and Housing Services reporting to the Resident Director for the Fraternity Quad. The primary charge of the GHA is to build a healthy and inclusive residential community in a specific house and to foster a lively academic and intellectual environment and culture. This position requires the flexibility, aptitude, and willingness to succeed in structured and unstructured settings with students, staff, and faculty. GHAs are expected to create intellectually active residential environments that enhance personal growth and support the academic mission of the College. GHAs work with residents to develop residential group identity, campus spirit, and pride in the College.

The primary areas of responsibility for the GHA within their assigned House are as follows:

**1. Residential Program Interaction:**

- Promote a positive living/learning environment consistent with the College's Communal Principles and its educational mission and values, Residential Life goals and objectives, the principles of the Academic Living Center model, student developmental needs.
- Communicate and enforce all College, Office of the Dean of Students, Residential Life policies.
- Assist in the creation and promotion of educational programs relevant to the program goals and which address social issues confronting today's student.
- Meet weekly with the President and/or House Manager
- Work with House Manager to ensure that all forms and paperwork are submitted to Residential Life (officer updates, occupancy verification, public area reservations, housing contracts, dining contracts, etc.)
- Advise group(s) on effective event management.

**2. Support and Referral:**

- Serve as resource to address students' personal, social and academic concerns.
- Seek appropriate consultation and make necessary referrals. The GHA must be aware of campus resources, as the GHA's role is paraprofessional and not professional.
- Participate in on-call duty rotation with other GHAs providing assistance to students, staff and University officials in emergency situations.
- Assist students in developing an understanding of expectations and behavioral standards appropriate to group living in an academic institution.
- Confront individuals whose behavior is unacceptable and, where appropriate, refer cases to the student conduct system.

**3. Facilities Management:**

- Conduct a daily walk-through of the entire facility (common areas.)
- Serve as a liaison for facilities and operations issues.
- Participate in monthly walk-through and periodic inspections of the facility with Residential Life Facilities staff and others.
- Work with the Environmental Health and Safety Office, including the University Sanitarian, Fire Safety (including assisting with fire drills), and Pest Control to preserve a safe, secure and healthy living environment.
- Conduct resident meetings at the beginning and end of each semester and before Thanksgiving and Spring Break to ensure policies are followed.
- Advise and assist the house manager in performing all opening and closing duties during all breaks (Thanksgiving, Winter, Spring, and closing.)

**4. Group Advising:**

- Develop an awareness of the chapter's or program's goals, constitution and by-laws.
- Assist officers and residents in achieving these goals.
- Attend at least one house or chapter meeting each month to ensure a visible and supportive staff presence.

- Attend at least one meeting each semester with the officer(s) and faculty adviser/chapter advocate/alumni (as applicable.)
- Participate in annual review processes.
- Advise on recruitment, member selection, scholarship, leadership development, award nominations, etc.

**5. Training and Administrative:**

- Report directly to the designated Residential Life staff member.
- Work with other GHAs and the immediate supervisors to form a staff team.
- Attend monthly GHA staff meetings.
- Participate in staff training activities in August and January.
- Seek advance approval for time away. In general, and while the university is in session, the GHA may request to be away the equivalent of one weekend per month.
- Be present for all check-in, check-out, opening and closing dates. *First to return, last to leave.*
- Other duties of special interest, participation on committees, task-forces, etc. or as assigned by the supervisor.

**Time Commitment**

Term of position is mid-August – Late-May with possible reappointment. GHAs can anticipate a flexible work schedule, with time on task averaging 15 hours per week, with significantly more time during training, opening, closing, and during special events. You can work a maximum of 13 hours outside of the GHA position. Total hours allowed with all campus jobs is 28 hours. Remuneration for this position consists of a furnished room, a partial board plan, standard tier cable, local phone service, high-speed internet access and a stipend of \$4,000.00.

**Qualifications**

Minimum requirements for the position include, but are not limited to:

- Must be a full-time, matriculated graduate student in a Masters or Doctoral program at the University of Rochester.
- Strong leadership, programming, and student organization experience preferred.
- Ability and flexibility to work independently and in conjunction with the College community.