

**Cornell University**  
**House System**  
**Student Assistant Position Description**

**Title: House Student Assistant (SA)**

The House Student Assistant (SA) lives in a West Campus House, provides assistance and resource and referral information to undergraduate residents. The SA supports the House Professor-Dean, House Assistant Dean, and Graduate Resident Fellows with a particular focus on the well-being of individual House members.

**Responsibilities:**

**I. Support Student Development and Community Building**

- Interact regularly with house residents in the dining room including required attendance at all House Dinners.
- Advise and encourage residents in planning and implementing programs and activities.
- Participate in programs and activities that support and enhance academic engagement and encourage student-faculty interaction.
- Work with Graduate Resident Fellows to promote inter-and intra-house programs and activities.
- Communicate program, policy and other information to residents through meetings, bulletin boards, e-mail, etc.

**II. Provide Peer Advising Support**

- Be generally present and accessible to house residents.
- Advise students on Cornell's academic programs and support services and make referrals to Graduate Resident Fellows, House Professor-Dean and House Assistant Dean as appropriate.

**III. Maintain Community Standards**

- Communicate, observe and enforce community behavioral standards (e.g., Campus Code of Conduct, Housing Contract/Terms and Conditions, Life Safety requirements) by confronting or reporting inappropriate behavior.

**IV. Administrative Duties**

- Attend all staff training sessions and staff meetings.
- Assist with move-in and move-out administrative duties.
- Assist with house orientation.
- Assist with distribution and posting of House publicity materials.
- Assume responsibility for other house administrative functions as assigned by the House Professor-Dean and the Assistant Dean of the House.

**V. Other**

- Be familiar with building fire alarm equipment and system, security/access systems and other safety issues and practices.
- Assist in emergency evacuations.

**Supervision:**

- Supervised by the Assistant Dean of the House

**Room Assignment and Meal Discount:**

- In order to perform the duties of the position, each SA will be housed in a single room within a West Campus House and receive a 20% discount on a House Meal Plan.

**Employment requirements and expectations:**

- Must be a junior or senior.
- Must live in the assigned West Campus House.
- Term of appointment is August 9, 2010 through May 31, 2011.
- Must attend all staff training in Spring 2010 (after selection process), August 2010, January 2011, and periodic in-service.
- Must remain in residence in December 2010 until all residents have left and all SA administrative duties are complete.
- Must be in residence prior to the reopening of the House in January 2011.
- Observe all terms and conditions of housing contract, House Rules, and Campus Code of Conduct.
- Work an average of 10 hours per week during the academic year.
- May take on additional employment with permission of supervisor.
- Must have 3.0 minimum GPA for the entire term of appointment.
- Must subscribe to a House meal plan.

**Remuneration:**

- Annual Stipend of \$500 – first year, \$600 – second year.