Student Assistant Job Description 2016-2017

Title: House Student Assistant (SA)

The House Student Assistant (SA) lives in a West Campus House and partners with the House staff in creating a positive, vibrant and academically engaging residential community. The SA serves as a peer mentor to undergraduate residents and supports the House Professor-Dean, Assistant Dean, and Graduate Resident Fellows with a particular focus on the well-being of individual House members. The SA takes a leadership role in creating community by promoting a variety of programs and activities. The SA provides assistance, resource and referral information to undergraduate residents.

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 Assistant Dean as appropriate.

III. Maintain Community Standards
   • Communicate, observe and enforce community behavioral standards (e.g., House Rules, Campus Code of Conduct, Housing Contract/Terms and Conditions, Life Safety requirements) by confronting and 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
Employment requirements and expectations:
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.

• Must be a junior or senior.
• Must live in the assigned West Campus House.
  o Term of appointment is August 8, 2016 through May 30, 2017.
  o Must attend all staff training in Spring 2016 (after selection process), August 2016, January 2017, and periodic in-service.
  o Must remain in residence in December 2016 until all residents have left and all SA administrative duties are complete.
  o May be required to be in residence prior to the reopening of the House in January 2017.
• 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 be in good academic standing for the entire term of appointment.
• Must subscribe to a House meal plan.

• Remuneration:
  o Annual Stipend of $500 – first year, $600 – second year

Recruitment, application, and selection
• Application, with references.
• Interview(s).
• Required staff training program.