

## **Hall Council Advisor Job Description**

The Hall Council Advisor position at Central Michigan University will focus on supporting and enhancing on campus students' opportunities for leadership and success. Primary responsibilities focus on meeting with the Residence Hall Director daily and working on a weekly basis with the RHD in advising hall councils and executive boards. The HCA provides leadership to students and staff, advises student leaders to better the organization and themselves, works to build community within the residence hall through leadership opportunities, and utilizes hall councils, conference opportunities, and department student success tools to aid in conversation and goal setting. The HCA promotes and supports intentional learning through our residential curriculum, Learning in Community, CMU Leadership Learning Goals and Outcomes, knowledge of and upholding University policy, and serves as a resource and/or liaison for the University. Paraprofessional staff play an important role in helping Residence Life achieve our educational priority, so that as a result of living on campus, students will become empowered citizens who responsibly impact their communities.

The position will generally require 20 hours per week.

### **Supervision Received:**

The Hall Council Advisor is directly accountable to the Residence Hall Director and indirectly to the Assistant, Associate and Director of Residence Life.

### **Minimum Qualifications and Additional Requirements:**

1. Must have at least one full academic year experience as a Resident Assistant, Multicultural Advisor, or hall council/RHA e-board position before assuming the position. The successful candidate will have a history of leadership experience in hall council, student government, and/or student council.
2. Have a cumulative grade point average of 2.75 or higher at the time of application and during the period of employment and be enrolled at Central Michigan University in either an undergraduate or graduate program.
3. Must be able to complete one full academic year in this role; one semester placements are not available.
4. Not be on disciplinary probation at CMU or any other university. Applicants who are on disciplinary probation will be eligible for consideration if it has been more than one year since being placed on probation on the day applications are due. Applicants who were suspended but not put on probation will be eligible if it has been more than one year following the end of the suspension when applications are due. During the period of employment, paraprofessional staff must not be in violation of any university policies or procedures.
5. All employment positions within the department of Residence Life are interrelated. Consequently, disciplinary action received while employed in one Residence Life position may impact employment status in another Residence Life position, up to and including discharge. If a paraprofessional is terminated from the position and would like to reapply to be a paraprofessional, the individual must not be within one year of being terminated on the day applications are due.
6. Staff are expected to place the position as one of their highest priorities. Non-academic involvement for paraprofessional staff members in their first semester in the position cannot exceed 15 hours per week. Non-academic involvement for all other paraprofessional staff members must not exceed 20 hours per week (no paraprofessional staff member may work more than 15 hours a week outside of their position). All requests are subject to approval by the RHD/supervisor and Assistant Director for the area of campus.

Note: International students may not be employed outside of the position due to restrictions in their student visa.

## **Responsibilities**

### **1. Community Development through Residential Education**

- A. Contribute to the implementation of the residential curriculum, Learning in Community, utilizing multiple learning strategies including intentional interactions, self-guided learning opportunities, events, programs, etc.
- B. Engage in dialogue to deepen understanding, respect and empathy for others and build a rapport that will foster open communication.
- C. Assist residents in their transition to university life, connection to campus resources and understanding their identities, values and beliefs.
- D. Serve as a positive role model by supporting and adhering to university policy and displaying positive academic and social behaviors.
- E. Develop community in the building through events and council initiatives.
- F. Assist residents in designing and implementing strategies for effective conflict resolution.
- G. Actively educate and engage in the areas of equity, justice and social responsibility for the purpose of building safe, healthy and thriving communities.
- H. Coordinate events for the purpose of promoting community development and interpersonal interaction across difference, or utilize events and activities that already exist on campus and in the Mt. Pleasant community that meet the needs and interests of residents and that support our learning goals.
- I. Report all events and community building efforts as directed by the RHD.

### **2. Advising**

- A. Act as the direct advisor to Hall Council(s) with RHD support, attendance and assistance.
- B. Advise Hall Council Executive Board, members and meetings.
- C. Conduct regular 1:1 meetings with president, treasurer, and other officers as needed.
- D. Conduct intentional interactions with student leaders in the community.
- E. Implement strategies for effective conflict resolution.
- F. Work effectively with diverse individuals and groups toward a common goal.
- G. Implement/organize hall council elections.
- H. Utilize OrgSync to register as a Registered Student Organization, maintain files and communicate with members.
- I. Encourage and promote involvement with Residence Life leadership opportunities, including Key Leader Training, Get Hyped, Connections, Dream, Jump Start, RHA Recognition Programs, and other opportunities as identified.
- J. Coordinate use of social media for hall council and general community development as determined with the RHD.
- K. Recognize student leaders in the community.

### **3. Staff Relations and Leadership**

- A. Provide the RHD with accurate and timely community and resident information via reports, documentation, 1:1 meetings, staff meetings, emails and other communication tools.
- B. Develop and promote a positive working relationship and effective communication within the staff team and among all individuals working in our communities.
- C. Educate staff and residents on hall council purpose and leadership learning outcomes.
- D. Assist RHD in planning and implementing needs-based staff in-services and developments

- E. Complete all required training, including but not limited to: fall and winter staff training, in-building or area training, Campus Security Authority, etc.
- E. Utilize department provided online and other resources.
- F. Attend floor meetings to help support staff and the community.

#### **4. Administrative**

- A. Assist in opening and closing of the building, verification of rosters, damage inventories, various reports and other duties as assigned.
- B. Complete reports, documentation and surveys in a timely, thorough and professional manner.
- C. Utilize Hall Council and Paraprofessional Resource Centers as resources for community development.

#### **5. Health and Safety**

- A. Become familiar with fire safety equipment, assist with drills, respond to alarms and follow all emergency response protocols.
- B. Encourage residents to make informed choices for the safety and well-being of self and others and role model this behavior.
- C. Be observant and report all safety hazards and maintenance concerns in a timely manner.
- D. Assist the RHD, CMU Police, etc. during emergency situations.

#### **6. Residence Life Policy and Protocol**

- A. Know, abide by and be consistent in enforcing rules and regulations pertaining to student behavior. Communicate rules and regulations to residents. Assist residents in developing methods of self-enforcement.
- B. Take appropriate action to protect the health, safety and rights of residents. Encourage residents to live productively among others, to assume responsibility for their actions and to understand their rights and responsibilities for living in a community.
- C. Assume duty responsibility according to the formal and/or informal building schedule and remain on call as required.

#### **7. Peer Assistance**

- A. Recognize human differences and develop the capacity to listen and understand in order to be flexible and open-minded in responding to student needs and concerns.
- B. Utilize provided resources to have intentional and meaningful conversations with residents about their transition to CMU, academic habits, identity development, etc.
- C. Encourage and assist individuals in finding their own solutions to issues.
- D. Refer residents to departmental, campus and community resources.
- E. Maintain appropriate confidentiality with residents; inform the RHD of any concerns.
- F. Maintain familiarity with the locations and operations of departmental, campus and community offices and organizations (e.g. Career Services, Listening Ear, Student Employment Services, Office of Residence Life, etc.) and make referrals in conjunction with the RHD as appropriate.

#### **Other**

- Employment is normally for the academic year; however, continued employment is subject to satisfactory performance. Individual evaluations of staff will be made during each semester by the RHD.
- HCA's receive remuneration for the position in the form of "in kind wage" for their room and board. This "in-kind" support is classified by the U. S. Department of Education as a financial resource that reduces financial need. The amount of the remuneration will reduce CMU grant

aid dollar for dollar. Additionally, CMU maintains a policy that CMU gift assistance (scholarships, grants and other “in-kind” remuneration) may not exceed the cost of attendance. Students should contact the Office of Scholarships and Financial Aid to determine what affect accepting a HCA position will have on their award package. The HCA may be assigned to live with another student staff member.

- The University recognizes the value of reduced occupancy in staff rooms and will strive to achieve this whenever possible. It should be understood, however, that the capability to provide this option is based on building occupancy.
- Circumstances may arise that necessitate the transfer of HCAs within the Residence Life system. Responsibility for transfer rests with the Office of Residence Life.
- Duty schedules will vary according to the lifestyle of the particular buildings; however, all HCAs are allowed a maximum of 16 nights out of the building/semester. All HCAs are on call as required.
- HCAs may be issued or have access to master keys, and loss or misuse of any key may be considered cause for termination of employment.
- The University recognizes HCAs as strong role models for all students. It is expected that HCAs present a positive attitude and example with regard to responsible behavior and responsible alcohol use.
- Other duties as assigned. Each RHD and staff may discover needs within their building that are not addressed in this job description.

### **Learning Outcomes**

Hall Council Advisors gain a wide range of skills as a result of performing position duties. Most significantly, they will increase their knowledge, skills and abilities and be able to:

- Apply previously understood information, concepts, and experiences about leadership to a new situation or setting.
- Build safe, healthy and thriving communities.
- Design and implement strategies for effective conflict resolution.
- Manage time and balance competing priorities.
- Develop healthy behaviors and boundaries.

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