

BRYN MAWR

COLLEGE

HALL ADVISOR JOB DESCRIPTION

2023-2024

Introduction

Bryn Mawr College believes that living with other students is a valuable part of the college experience. Students learn from participating in the diverse social environment of their hall, and the personal relationships they form there significantly enhance their academic learning. The Hall Advisor (HA) role was developed to be an important resource for students living in the halls. HAs have been a part of residential life at Bryn Mawr for over three decades. During that time, student evaluations have consistently expressed residents' appreciation for the HA position and for the work of the HAs on their halls.

General Statement of Duties

The Hall Advisor is a junior or senior who is assigned to a particular residence hall and serves as an advisor to residents. The HA assists in developing a living-learning community among residents, helps with the administrative operation of the hall, and helps educate students about College policies and the Honor Code. In addition, the HA provides information about College services and resources, and initiates social and educational opportunities to provide an integrated learning experience for residents. The HA develops a familiarity with the College's goals, services, and referral sources and endeavors to help students benefit from the services of the College in both emergency and everyday situations. HAs are expected to model successful community living in the spirit of the Honor Code through their words and actions.

Roles and Responsibilities

Community Development:

- Takes initiative to get to know residents both individually and as a group.
- Maintains an active and visible role on the hall and is available and approachable for residents.
- Leads residents to help develop ways that promote consideration of individual needs as well as a sense of social/community responsibility.
- Serves as a role model for residents by encouraging and modeling successful community living in the spirit of the honor code through their words and actions. HAs are expected to hold themselves to the highest personal standards and to the standards of behavior set by the College.
- Practices self-advocacy and positive confrontation to resolve conflicts which arise on the hall. Additionally, the Honor Code states, "The Hall Advisor's role is that of advising students on how to use the Honor Code. Hall advisors may, if asked by one of the conflicting parties, help facilitate, but not mediate, the resolution of prolonged disputes. They are a part of the support network during repeated attempts at confrontation; they may give advice to both sides."
- Disseminates information about campus events, policies, and procedures to residents by sending emails, posting flyers, maintaining up to date bulletin boards, knocking on doors, and hosting hall meetings.
- Hosts three "hangouts" (programs) with focus on building community and getting to know residents

Peer Advisor:

- Assists students with personal, social, and academic matters and makes referrals to campus and off campus resources as needed.
- Makes an effort to be aware of group and interpersonal conflict and helps students take personal responsibility for resolving issues.
- Responds appropriately to students in crisis through assessment and referral to appropriate resources.

Residential Life Team Member:

- Attends and participates in HA training and meetings organized by Residential Life and/or other College staff and assists with regular Residential Life operations, such as dorm closings.

These are **mandatory** commitments and include, but are not limited to:

- Successful completion of all online education modules
 - Hall Advisor Orientation (August 23-September 4, 2023 *subject to change)
 - Fall Semester Dorm Closing (December 22, 2023 *subject to change* HAs will not be able to leave until 7:00PM, winter break housing will be provided if needed)
 - Spring Semester return: Friday, January 19, 2024
 - Spring Semester Dorm Checkouts (May 19 *subject to change* HAs will not be able to leave until 12PM)
 - HA Area group meetings (1.5 hours weekly)
 - Individual meetings with supervisor (3 formal meetings per semester)
 - Ongoing staff development as scheduled
- Maintains frequent communication with other Hall Advisors and Residential Life staff, including checking e-mail and voicemails on a daily basis and campus mail at least three times per week.
 - Serves as liaison to other campus departments and offices in both routine and emergency situations.
 - Reports incidents and regular hall updates via a staff reporting form. Training for filling out these forms will be held in HA orientation.

Dorm Leadership Team Member:

As members of Dorm Leadership Teams, students are expected to work together to achieve group goals and maintain positive communities throughout the residence halls. It is expected that students will take their roles in the DLT seriously and that they will communicate effectively with teammates and with support staff (Deans' Office, Residential Life, Student Activities & Orientation, or Pensby Center) to do so. In addition to collaborating within dorm spaces to create safe, productive residential environments, it is expected that DLT members will accomplish the following tasks:

- Educate the dorm community about various responsibilities of the DLT and the positions within the DLT, as well as the support resources that each position offers.
- Maintain a strong presence within the dorm by keeping office hours, being available during high-need periods, and other mechanisms.
- Communicate with administrators, namely the DLT support staff, when situations arise that warrant administrator input or involvement.
- Attend all DLT training sessions, which occur before the start of the academic year and throughout each semester.
- Attend to the administrative tasks associated with a DLT position.
- Attend 2 meetings with fellow DLT members per semester, as coordinated and facilitated by the dorm presidents and Residential Life Staff.

In order to ensure that DLT members are able to achieve the above tasks, all DLT members are limited to holding **only one** position within the DLT. In the event that a DLT member fails to satisfactorily complete the above tasks, the DLT support staff reserves the right to hold students to their position agreement, including the removal from the DLT.

Qualifications:

- Must be a positive role model and have experience or character to enable success in developing relationships with one's peers and supporting a positive community experience.
- Must be committed to learning and personal development on the job.
- Must be in good academic standing with the College.
- Students must be U.S. citizens or have an employment authorization document (EAD) in addition to a valid social security number (SSN).

Title IX Responsibilities

Under Title IX, HAs are responsible people for all students matriculated at Bryn Mawr College and are required to report any information related to sexual assault, harassment, and discrimination to the Title IX Coordinator. Extensive training around the policy, reporting, and procedures will be provided during Orientation in August.

Length of Appointment and Time Commitment

The Hall Advisor position is considered an appointment for one complete academic year. **However, we will consider applications of those who will be available for one semester (study abroad, December graduate, etcetera).** Although Hall Advisors work no minimum or maximum number of hours, the average time each week required to fulfill the position responsibilities is estimated to be 8 - 10 hours. This estimate is provided as a guideline, and weekly fluctuations are expected to occur.

Assignment to Specific Dorm and Room

HAs will be assigned to a specific room by the selection committee and will have responsibility for a specific area of the hall. Acceptance of an HA position requires acceptance of the room assignment. HAs must live *on* campus during the entirety of their appointment.

Academic Standards

All Hall Advisors must be in good academic standing with the College and be enrolled as a full-time student.

Remuneration

Hall advisors make a voluntary commitment to serve the community. The principal benefits of the HA role are the personal growth and experiences that come from working with and helping a diverse and talented group of students. A minimum stipend of \$2700 for the academic year is provided and will be disbursed according to the College bi-weekly payroll schedule.

Eligibility for Reappointment

Hall Advisors are eligible to re-apply for a second year. Eligibility in itself, however, does not constitute a commitment of the Office of Residential Life to offer reappointment.

Termination

Termination, by mutual agreement, may be affected at any time. This appointment is also subject to termination by the Office of Residential Life prior to its normal expiration if the enrollment of the staff member at Bryn Mawr College ceases. The appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, for failure to meet academic or employment standards, or for conduct that violates College policies or that does not meet the standards of behavior set by the College or the Office of Residential Life. Upon termination of employment by the staff member, by the College, or by mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed. In most cases, the termination of employment includes relocation to another room.

Application Procedures

HAs will be appointed by the Director of Residential Life on recommendation from a committee of Residential Life Staff members and other administrators. Application materials are available online at <https://www.brynmawr.edu/residential-life/forms>. **All application materials must be submitted by Monday, February 13, 2023.** Candidates will then be interviewed by the selection committee. Depending on the number of applicants, it may not be possible to interview all applicants.

Appointments, including room assignments, will be announced in late March. Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, or physical disabilities in its college-administered programs or its employment practices.

FOR FURTHER INFORMATION CONTACT:

Angie Sheets
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