

Cornell University
West Campus House System
Student Assistant Position Description

Title: House Student Assistant (SA)

The House Student Assistant (SA) lives in a West Campus House and provides assistance and resource and referral information to undergraduate residents. The SA supports the House Professor and 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 and 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

Employment requirements and expectations:

- Must be a junior or senior.
- Must live in the assigned West Campus House.
 - Term of appointment is 10 months, August 11, 2008 through May 26, 2009.
 - Must attend all staff training in Spring 2008 (after selection process), August, January, and periodic in-service.
 - Must remain in residence in December 2008 until all residents have left and all SA administrative duties are complete.
 - Must be in residence prior to the reopening of the House (January 12, 2009).
- 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:**
 - Single room.
 - Partial board (20% discount)

Recruitment, application, and selection

- Application, with references.
- Interview(s).
- Required staff training program.