

**Residence Hall Advisor**

**Thaddeus Stevens College of Technology** announces an opening for a **Residence Hall Advisor**.

The College is seeking a part-time, 32 evening hours per week, Residence Hall Advisor. The individual must be a responsible, independent worker who can relate to young adults and successfully communicate with diverse populations. This is a 12-month position with primary responsibility for a residence hall community. The Residence Hall Advisor provides supervision, leadership, and guidance for the residents. This professional is responsible for supporting the mission and philosophy of Thaddeus Stevens College of Technology and The Residence Life Office by establishing and maintaining a community environment within the residence hall while assisting students in their educational, social, and personal development. The Residence Hall Advisor reports directly to the Director of Residence Life and is part of the Student Services Team. In addition, this position may have additional responsibilities in other Student Services or College-wide sponsored events.

The primary job responsibilities include:

* Manages the operations, programs and services for the residence hall community.
* Responds and communicates effectively and immediately to emergency and/or life threatening situations.
* Emergency cleaning of the residence halls when the need arises.
* Conducts several walk-through/rounds in area of supervision.
* Maintains a high level of visibility and availability to students.
* Completes administrative tasks and submits timely reports and forms.
* Supervises hall opening and closing procedures at the beginning and end of each semester and during extended holiday breaks.
* Assists with the room selection process for new and returning students.
* Maintains updated inventories of all residence hall equipment, rooms & lounge furniture.
* Oversees projects as assigned.
* Inspects hall and rooms regularly to insure compliance with health and safety requirements.
* Attends weekly department staff meetings.
* Recruits and promotes student involvement in Residence Hall Council and oversees meetings. Assists council in creating activities for students.
* Develops social and educational engagement/programming initiatives.
* Tracks residence hall programming efforts.
* Supports and attends department events and programs.
* Participates in department/college-wide training and development opportunities.
* Encourages maximum participation in programs by students.
* Interprets, supports, and enforces college and residence hall policies, procedures, and regulations.
* Types incident reports of student violations and other situations.
* Consults with the Dean of Student Services and Director of Residence Life regarding referrals and other necessary conduct actions.
* Serves as an integral part of the Campus-wide Retention Committee
* Assists, advises and counsels students and is able to connect students with the appropriate resources.
* Performs administrative, clerical duties, and other related tasks as assigned.

**Required Qualifications**

* Bachelor’s degree (Master’s preferred in Student Personnel, Higher Education, Counseling, or related field) with previous residential life or related experience required

**Preferred Qualifications**

* Demonstrated ability to effectively multitask.
* Ability to work as a member of a residence life team with students and professionals with varying levels of experience.
* Working knowledge of issues facing first generation and first year student populations.
* Ability to communicate effectively in both oral and written form.
* Ability to observe and detect unusual occurrences and policy violations.
* Ability to exercise sound judgment in making decisions.
* Ability to diffuse and respond effectively to situations involving intense pressures and/or unpredictable persons.
* Ability to react quickly and calmly in emergency situations.
* Ability to engage students and to create and enhance their connection to the College and to their peers.
* Ability to establish and maintain a good rapport with faculty, staff, students and the general public.
* Ability to work independently and with limited supervision.
* Ability to represent Thaddeus Stevens College in a professional manner.
* Must exhibit an understanding and commitment to the mission of Thaddeus Stevens College.

**Physical Demands**

* The ability to lift 50 pounds regularly.
* The ability to respond quickly to sounds.
* The ability to see and respond to potentially dangerous situations.
* The ability to safely climb stairs while carrying 40 pounds.
* The ability to detect smoke and other odors indicative of hall violations and hazardous situations
* The ability to climb stairs in order to reach the top floor of the residence hall in an emergency without assistance.

Application materials must include a cover letter, a current resume, and academic transcripts. Send applications to Heather Burky, Attention: Residence Hall Advisor, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or burky@stevenscollege.edu. Applications will be reviewed upon submission and postings will remain open until the positions are filled.

Thaddeus Stevens College of Technology is an Affirmative Action/ Equal Opportunity Employer. Women and minorities are encouraged to apply. For information about the College, visit our web site at www.stevenscollege.edu.