

Thaddeus Stevens College of Technology

RESIDENCE HALL ADVISOR

Position Summary:

The Residence Hall Advisor is a part-time, 32 evening hours per week, 12-month position with primary responsibility for a residence hall community of 100-150 residents. 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.

Essential Duties and Responsibilities:

- Manages the operations, programs and services for the residence hall community.
- Responds and communicates effectively and immediately to emergency and/or life threatening situations.
- Recruit, train, and supervise 2-4 student workers on proper cleaning of the residence hall.
- Conduct several rounds through area of supervision.
- Maintain a high level of visibility and availability to students.
- Completes administrative tasks and submits timely reports and forms.
- Supervise hall opening and closing procedures at the beginning and end of each semester and during extended holiday breaks.
- Assist with the room selection process for new and returning students.
- Maintain updated inventories of all residence hall equipment and bedroom & lounge furniture.
- Oversee projects as assigned.
- Inspects hall and rooms regularly to insure compliance with health and safety requirements.
- Attend weekly departmental 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 programming initiatives.
- Track residence hall programming efforts.
- Support and attend departmental events and programs.
- Partake in departmental/college-wide training and development workshops.
- Encourage maximum participation in programs by students.
- Interprets, supports, and enforces college and residence hall policies, procedures, and regulations.
- Type incident reports on student violations and other situations.
- Consult with the Dean of Student Services and Director of Residence Life regarding referrals and other necessary conduct actions.
- Serve as an integral part of the Campus-wide Retention Committee
- Assists, advises and counsels students and be able to connect students with the appropriate resources.
- Performs administrative and clerical duties as assigned
- Performs other related tasks as assigned.

Required Qualifications

- Associate's degree (Bachelor's preferred) with previous residential life experience required

Preferred Qualifications

- Demonstrate an appreciation for the unique mission of this two-year technical college.
- 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 college faculty and staff, students and the general public.
- Physical ability to detect smoke and other odors indicative of hall violations and hazardous situations.
- Physical 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 and a current resume. Send applications to Sue Emswiler, HR Department, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or emswiler@stevenscollege.edu . Applications will be accepted until the position is filled.

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