



**HOUSE ASSISTANT – HA
TOWNHOUSES**

Job Description

House Assistants (HA) are staff members of the Department of Residential Education and Housing at The College of New Jersey. HAs are upper-class students who serve as leaders and role models for the residents living in the Townhouses. In accordance with the Department mission, House Assistants develop community, work in the office and enforce policies throughout their assigned off campus house(s) or townhouse complex. HAs are instrumental in providing residents with information regarding campus, Residential Education and Housing and Upper Class Experience initiatives.

MAJOR RESPONSIBILITIES FOR THE POSITION INCLUDE

A. Resident Responsibilities

- Remain available to residents serving as a leader and a resource in the community.
- Advise, counsel and refer students within the limits of training and capability in academic, personal, and social matters.
- Encourage self-regulation as an objective in student conduct.
- Provide assistance to Community Advisors and Residence Director in promoting, programs that support the residential learning model
- Conduct regular meetings with residents to share information and build the community.

B. Administrative Responsibilities

- Attend all scheduled training and staff meetings, including pre-service (mid-August) and in-service training, and all regularly scheduled area, staff, and individual meetings.
- Adhere to all policies and procedures established by the college and your supervisor(s).
- Demonstrate knowledge of hall and desk procedures by scheduling a minimum of 6 hours of desk responsibilities per pay period at the assigned area office.
- Participate in the opening and closing of residence facilities at vacation periods (Thanksgiving, winter and spring breaks and end of the spring semester).
- Assist the SMRO build relationships with the Building Services and Facilities staff that service and repair the residential facilities.
- Make the public areas of the building attractive through monthly bulletin board displays.
- Assist with fire drills, fire alarms, and other emergency situations.
- Participate in departmental staff selection and evaluation processes.
- Other duties as assigned by the Student Manger of Residential Operations and/or Residence Director.

C. Personal Responsibilities

- Know and observe all Residence Life and College policies and regulations.
- Assume a set of acceptable behavioral standards and serve as a role model in the residence community.
- Align priorities such that academic and House Assistant responsibilities are taken into consideration before other personal commitments.
- Hold yourself accountable to the expected behaviors outlined in the Student Staff Code of Ethics, which you must sign before your contract period begins.

D. Affirmative Action

- Refrain from any behaviors which adversely discriminate against an individual or group because of their age, race, color, sex, or other generic characteristics as defined by the college's Affirmative Action Policy. Any employee found in violation of this requirement shall be subject to disciplinary action and/or dismissal.

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