



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, working specifically in the Townhouses. The Department of Residential Education and Housing builds open, purposeful and caring communities. We provide experiences that empower students to explore identity and develop wellness practices that contribute to responsible citizenship. House Assistants work under the direction of the Residence Director in fulfilling a role that supports residential students' development and needs. HAs develop community, enforce policies in the residence halls, work in the Area Office and are instrumental in providing residents with information regarding campus, Residential Education and Housing and cohort initiatives.

MAJOR RESPONSIBILITIES FOR THE POSITION INCLUDE

A. Resident Responsibilities

- Serve as a leader in developing a community
- Maintain consistent contact with residents in the community and be aware of residents' progress throughout the year
- Assist students in navigating transitions on campus
- Be available to residents and engaged in the residence hall community
- Assist with coaching residents as community conflicts arise
- Advise students within the limits of training and capability in academic, personal, and social matters
- Refer students to appropriate college resources as needed
- Provide assistance in organizing events that support the residential curriculum and meet the needs of the specific population assigned (i.e. FYE, SYE, Special Interest, UCE) under the direction of professional staff
- Have regular interactions (intentional conversations, community meetings, etc.) with residents to support residents' goal development, share information and build community
- Encourage and educate students on appropriate behavior in accordance with the Guide to Residence Living and Code of Conduct

B. Administrative Responsibilities

- Attend all scheduled trainings, including pre-service (August and January) and in-service training, and area, staff, and individual meetings as directed by supervisor
- Adhere to all policies and procedures established by the college and your supervisor(s)
- Demonstrate knowledge of hall and desk procedures and schedule at least 6 hours of desk responsibilities per pay week in the 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 concerning building maintenance
- Maintain bulletin board displays as directed by supervisor
- Discuss extended time away from campus (more than 24 hours) with supervisor
- Assist with fire drills, fire alarms, and other emergency situations
- Other duties as assigned by professional staff

C. Personal Responsibilities

- Know and observe all Residential Education and College policies and regulations
- Assume a set of acceptable behavioral standards and serve as a role model in the residence community
- Hold yourself accountable to the expected behaviors outlined in the Student Staff Agreement, which you must sign before your contract period begins
- Discuss extracurricular and outside employment opportunities with supervisor

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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