

Freshman Advisor Job Description

Duties: There are a minimum of three FRAD positions per freshman hall with one FRAD serving as the RA's roommate. Under the supervision of the Assistant to the Area Coordinator (AAC) of University Housing and the Area Coordinator of University Housing, the FRAD has general responsibility for serving as a mentor, assisting residents in their personal adjustment to the University, coordinating hall programs in cooperation with the Resident Assistant, and supporting institutional as well as housing policies and procedures. Specific responsibilities include:

1. Attends the New Staff Training & Dinner on Friday, April 25, 2008 from 3-7 p.m.
2. Returns to campus on Tuesday, August 19, 2008 to participate in FRAD training and assist with opening and O-week.
3. Abides by university rules and regulations, setting a positive example for the freshmen residents. The University does not condone the violation or attempted violation of federal, state or local law (see *The Helmsman*).
4. Supports the Resident Assistant in developing and maintaining a hall community.
5. Creates an environment in the residence halls which contributes to the total development of each individual.
6. Serves as a liaison to the Admissions Office in hosting prospective students for overnight visits.
7. Serves as a contact for new students and corresponds with them prior to their enrollment.
8. Works closely with your residents during orientation and throughout the year for the purpose of assisting them in their adjustment to a new living and learning situation.
9. Coordinates with the Resident Assistant in planning and implementing hall programs and activities.
10. Maintains confidence of students and uses every opportunity to assist students, referring to the proper campus resources when necessary.
11. Assists in university activities such as orientation, registration, activities fair, family weekend, intramurals, and other activities and duties needed in accomplishing the role of the FRAD.
12. Attends scheduled monthly in-service meetings coordinated by the AAC and University Housing staff.
13. Lives on a freshman hall.
14. Reads the FRAD FirstClass forum daily and contributes positively to the discussion.
15. Assists the RA with maintaining the hall FirstClass forum.
16. Completes a monthly on-line journal.
17. Performs other duties as assigned by the AAC and the Area Coordinator in support of the goals and objectives of the Student Services Division.