First-Year Advisor (FRAD) Program Assistant
(2 positions)

Under the supervision of the Assistant Director, the FRAD Program Assistant (FPA) has responsibility for assisting with the planning and coordination of a comprehensive First-Year Advisor Program and assisting with the development of the student staff team. The FPA serves as a member of the Senior Student Staff leadership team and advocates for the needs and concerns of FRADs to the Residence Life staff.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the FPA position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as the FPA throughout the entire year.

Minimum Qualifications
A minimum GPA of 2.75 is required to serve in this position. At least one year of experience as a Housing and Residence Life staff member is required to serve in this position.

Remuneration and Benefits
The FPA is paid $4,000 for the academic year, receives a 75% reduction in their housing room rate, and resides in an on-campus apartment designated by the Housing and Residence Life staff.

Responsibilities
Leadership
1. Responsible for providing support and acting as a resource for 14 FRADs.
2. Hold monthly one-on-one meetings with assigned FRADs.
3. Conduct bi-weekly staff meetings with assigned FRADs.
4. Track programming requirements for assigned FRADs.
5. Update Assistant Director of FRAD progress and any academic issues in the hall communities.

Administration
1. Hold RA office hours during the week.
2. Check mailbox daily. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync GroupMe, etc.
3. Read and respond to assigned FRAD reflections.
4. Attend regularly scheduled meetings including: weekly one-on-ones with the Assistant Director, weekly staff meetings with the Residence Life staff and other Senior Student Staff, and bi-weekly FRAD meetings.
5. Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life as well as the Division of Student Life.
Staff Selection and Training
1. Assist the Residence Life Staff with the planning and implementation of staff selection, training and retreats. Attend spring Staff Mixer.
2. Lead sessions during SSM training as requested by the Residence Life Team.

Terms of Employment
1. Term of employment is July 30, 2016-May 8, 2017. This is a full year commitment.
2. Return to campus early each semester to participate in training and assist with opening duties. May have to return early or stay late for breaks. Stay after halls close to assist with closing duties.
3. Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
4. Will not student teach, study abroad, hold assistantships or accept any major elected or appointed office during term of employment.