First-Year Advisor

Under the supervision of the Assistant Director (AD) and the guidance of the FRAD Program Assistant (FPA), the First-Year Advisor (FRAD) has general responsibility for serving as an academic peer mentor, assisting residents in their academic and personal adjustment to the University, coordinating academic based hall programs and supporting institutional, as well as, Housing and Residence Life policies and procedures.

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 FRAD position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as a FRAD throughout the entire year.

Minimum Qualifications
A minimum cumulative GPA of 2.65 is required to serve in this position.

Remuneration and Benefits
The FRAD is paid $1,500 for the academic year, receives a 50% reduction in their housing room rate, and resides in an on-campus room designated by Housing and Residence Life.

Responsibilities
Peer Mentor
1. Responsible for providing support and acting as an academic resource for 16-32 residents.
2. Establish positive relationships and build a rapport with all residents and show genuine interest in them.
3. Be available to students.
4. Attend all O-Week events with your residents.
5. Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain’s Office, etc.) and make referrals to appropriate campus resources as needed.

Community Development
1. Encourage participation in activities in the hall and around campus.
2. Plan and implement at least one hall program each month for the residents on your hall.
3. Support the Resident Assistant in developing and maintaining a positive hall community.
4. Assist 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.

Administration
1. Attend regularly scheduled meetings including; monthly one-ones with FPA and AD, and bi-weekly staff meetings.
2. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync, GroupMe, etc.
3. Complete and submit all assigned-reflections.
4. Assist the Housing and Residence Life staff with staff selection.
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.

Terms of Employment
1. Term of employment is August 10, 2016-May 5, 2017. This is a full year commitment.
2. Actively participate in online professional development activities over the summer.
3. Return to campus early each semester to participate in training.
4. Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
5. Will not student teach or study abroad during term of employment.