First-Year Advisor (FRAD) Program Assistant

(1 position)

Under the supervision of the Residence Life staff, the FRAD Program Assistant (FPA) has responsibility for assisting the Assistant Director of the FRAD program 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.

As a member of the Senior Student Staff leadership team, the FPA is expected to be a role model to all student staff and make good decisions. A minimum GPA of 2.75 is required to serve in this position. At least one year of experience as an RA or FRAD is required to serve in this position. 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 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. The FPA must be on campus throughout fall and spring semester and is not able to participate in study away opportunities while serving in this position.

**Specific Responsibilities of the FRAD Program Assistant:**

1. Assist in the supervision of the FRAD staff and build relationships with them through a variety of meetings, including but not limited to:
   a. Bi-weekly FRAD staff meetings and special in-service opportunities for additional training and informational purposes.
   b. Two or three sets of one-on-ones each semester between FRADs and Residence Life staff. The FPA will partner with the Residence Life staff in this capacity and keep one another updated on any concerns, making use of appropriate documentation.
   c. Various small group meetings for gathering staff feedback to be shared with the Residence Life Team.
   d. Semesterly social activities intended to increase familiarity among FRADs and facilitate stronger team dynamics.

2. Serve as a role model for others which includes assuming responsibility for creating an environment in which personal and social growth may occur. The FPA is expected to:
   a. Be a role model for students and make good decisions which are consistent with the positive peer influence that is offered by the FPA role as well as reflect the values of the Housing and Residence Life department.

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b. Encourage individual responsibility and respect for others’ development through role modeling, mentoring, challenging inappropriate behavior, and education.
c. Explain, support, and follow the regulations and policies outlined in The Helmsman (Student Handbook).
d. Respectfully confront behavior or infractions which disrupt the environment in a manner consistent with training experience.
e. Complete incident reports within 24 hours of any confronted infractions.
f. Assist the Division of Student Life and University Police in the prevention, investigation, and reporting of misconduct and damage to University property.

3. Read and respond to weekly reflections throughout the year, in partnership with the Residence Life Team and other senior student staff members.

4. Monitor FRAD programming requirements and provide monthly updates to all staff.
    a. In collaboration with the Assistant Director for the FRAD Program, the FPA will approve, deny and monitor all programming proposals and evaluations.

5. Implement and oversee the documentation of the College Conversation component of the FRAD program, guaranteeing that each and every freshman receives attention from staff members regarding certain key topics.

6. Develop a process for encouraging and recognizing excellence among FRADs. The FRAD Program Assistant will:
    a. Send written encouragement to FRADs on an individual basis each semester.
    b. Create and distribute various forms of group recognition at least twice each semester. (i.e. Candygrams, ecards, baked goods, birthday cards, etc.)

7. Assist the Residence Life Staff with the planning and implementation of staff selection, training and retreats. Specifically, the FPA will, among other things:
    a. Assist with the entire selection process for all Housing and Residence Life student staff members.
    b. Attend spring staff training (April 4-6, 2014)
    c. Return to campus in early August (by August 1, 2014), one week prior to RA/FRAD training in the fall to participate in Senior Staff training.
        • During this time, the FPA will also help the Residence Life Team finalize details for RA/FRAD training… such as SSM Training Manuals, confirmation of vendors and speakers, etc.
    d. Lead sessions during SSM Training as requested by the Residence Life Team (i.e. Community Development, Confrontation/Mediation, etc.).
    e. Read, study, and understand all information found within the Student Staff Training Manual.
    f. Read, study, and understand all information found within the Student Staff Programming Manual.

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8. Attend regularly scheduled meetings including: weekly one-on-ones with the Assistant Director of the FRAD program, weekly staff meetings with the Residence Life staff and other Senior Student Staff, weekly RA meetings and bi-weekly FRAD meetings.

9. Submit weekly reports to the Assistant Director of the FRAD program each Monday, unless otherwise noted.

10. Maintain weekly FRAD office hours, to be used for drop-ins, rounds or meetings.

11. Work at least one weekday shift in an RA office each semester and maintain a high level of knowledge regarding office procedures.

12. Be available and assist the Residence Life staff when the residence halls/apartments open at the beginning of each semester and when they close at the end of each semester. **Each Senior Student Staff member is required to work fall semester and spring semester opening and closing duty.**

13. Meet with the Housing and Residence Life professional staff when necessary.

14. Respond appropriately to crisis situations.

15. Follow all guidelines for Time Away as outlined by the Residence Life Team. This includes, but is not limited to: informing the Assistant Director for the FRAD Program when planning to be absent from campus for more than one day or overnight as well as submitting time away request forms to their supervisor at least five days prior to requested timeframe.

   a. In collaboration with the Assistant Director for the FRAD Program, the FPA will approve, deny and monitor Time Away requests for all FRADs to ensure an appropriate number of staff members remain on campus at all times.

16. Check his/her mailbox at least three times weekly in the Housing and Residence Life Office. Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync GroupMe, etc.

17. 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.

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