

Senior Staff Advisor Position Description

v. 10/7/2019

The Senior Staff Advisor (SSA) is a live-in, paraprofessional staff member of the Office of Housing and Residence Life. The SSA is responsible for performing all of the responsibilities provided in the Resident Advisor or Community Advisor (RA/CA) position. Additionally, the SSA assumes a number of administrative, programmatic, desk, and leadership responsibilities for the staff team and within the community, which can include, but are not limited to:

- developing, approving, and tracking the programmatic efforts of student staff;
- coordinate all-hall/community programs;
- holding 1:1s with RA/CA and desk service assistants;
- administering recognition for their community's student staff;
- managing and coordinating all desk operations;
- peer management of desk service assistants;
- assist hall/community director with limited corrective action of RA/CA;
- implementing and facilitating staff development activities during training and meetings;
- serving as second-in-command during community opening and closing periods, front desk emergency response, conflict resolution within staff, and other campus emergency situations;
- coordinate duty scheduling for RA/CA of the building;
- and maintaining a significant presence on the Senior Staff committee.

The Office of Housing and Residence Life looks for candidates who have demonstrated the ability to meet and exceed the expectations of their previous Resident Advisor or Community Advisor position, have worked with the Office of Housing and Residence Life for at least one semester as a Resident Advisor or Community Advisor, and maintain a 2.5 cumulative GPA as well as a 2.3 semester GPA. This is a 10 month position, running from August to May. Applicants may not be enrolled in internships, clinical or practicum experiences, participate in student teaching, be enrolled in the police academy, or have any academic commitments which take them off campus for significant amounts of time while employed as a Senior Staff Advisor.