

## **2008-2009 Apartment Living Advisor Position Description UMass Amherst Residence Life**

### **General Statement of Duties**

Apartment Living Advisors (ALAs) are live-in, part-time, student staff members in apartment buildings who are chosen through a departmental selection process. The mission of Residence Life at the University of Massachusetts Amherst is to empower residential students and staff to create safe, caring, and inclusive communities. We encourage and support students in their academic, social, and personal growth. We foster students personal awareness, appreciation of others, and development of skills to succeed in a diverse, global society. Finally, we provide opportunities for students to develop leadership skills and encourage students to demonstrate responsible and ethical behavior in their communities. As an Apartment Living Advisor, you play a pivotal role in our department and are a vital resource for many members of the campus community.

### **Supervision Received**

ALAs report to and work closely with the Apartment Complex Coordinator and Apartment Manager who have primary hiring and supervision responsibility.

### **Contract Period**

The ALA position is an academic year (nine-month) live-in position. The contract period is for one full academic year (consecutive fall, intercession and spring semesters). The contract period includes all pre-service and in-service training. All ALA staff are required to be in-residence and to participate fully in all training and operational activities which commence prior to the opening of the apartment buildings. ALAs are expected to stay through the day after Spring Commencement.

### **Compensation**

New ALAs will receive the 2008- 2009 apartment room rate in a room fee waiver valued at \$7,596/year, \$3,798/semester; \$124 in a waiver of the Telecom Fee as assessed by OIT; \$80 in a waiver of the Computing Fee as assessed by OIT; a membership in the Wellness Centers valued at \$95; and a \$2,630 cash stipend.

Returning ALAs (staff who were previously employed as RAs or ALAs) will receive the 2008- 2009 apartment room rate in a room fee waiver valued at \$7,596/year, \$3,798/semester; \$124 in a Telecom Fee as assessed by OIT; \$80 in a waiver of the Computing Fee as assessed by OIT; a membership in the Wellness Centers valued at \$95; and a \$2,680 cash stipend. ALAs will be compensated for work during Thanksgiving, Intercession, and Spring Breaks at the rate of \$20 - \$35 per day depending on their duties.

## **Requirements**

Apartment Living Advisors must be University undergraduate students enrolled in a degree-granting program. Apartment Living Advisors must be free of current judicial sanctions. A 2.4 cumulative GPA is required at the time of hire and commencement of duties. Returning ALAs must maintain a 2.4 cumulative GPA to continue in the position. ALAs whose cumulative GPA does not meet departmental requirements will have their contract terminated. Residence Life will review all ALA cumulative grade point averages and judicial status each semester.

## **Responsibilities and Duties**

### **I. Community Building:**

A. Assist and encourage apartment members to develop a livable, inclusive, and responsible community through discussions of apartment living agreements, study breaks, quiet hours, activities, etc.

B. Conduct community meetings that cover topics such as apartment living standards, involvement opportunities, judicial policies, semester activity plans, etc. ALAs will conduct community meetings regularly throughout the semester.

C. Implement community development activities as outlined by Residence Life and the apartment community development plan.

D. Serve as a positive role model.

E. Assist in educating residents about the Code of Student Conduct, how to care for themselves and for their community. Respond to negative behavior in the community by enforcing all University and Housing policies that govern student conduct and document Code of Student Conduct violations.

F. Develop an inclusive community. This necessitates an awareness of human oppression issues and an ability to respond to bias-related incidents.

### **II. Administrative duties:**

A. All staff members need to return to the University prior to the opening of the Apartments for training and to assist the supervisors in opening the apartment buildings.

B. Ongoing administrative duties to be performed throughout the nine-month period:

- Distribute and collect keys
- Distribute mailbox combinations
- Complete room/apartment inventories
- Inform residents of the room selection process
- Assist the supervisors in distribution and collection of apartment assignment info
- Complete paperwork for student check in and check out processes

C. ALAs are required to live in the apartment buildings during the nine-month period, including all University breaks and holidays.

D. ALAs will support Maintenance & Operations and Housing Assignments Office as needed.

### **III. Crisis Intervention:**

A. Respond appropriately to crisis situations, but in no instance respond in a manner which would endanger the ALA or resident. Follow crisis protocol guidelines.

### **IV. Resource and Referral Agent:**

A. Communicate information about the University, apartment events and regulations to apartment members through one-on-one interactions, posted messages, apartment meetings, etc.

B. Refer residents as appropriate to respective campus and community agencies.

### **V. Staff Meetings and On-duty Coverage:**

A. Attend all staff meetings. The major functions of staff meetings are to maintain communication channels between staff members, provide a clearinghouse of dissemination of information between apartments in the complex and throughout the area, foster a forum for problem solving, create additional ALA development experiences, and serve as a support system for members. Apartment staff meeting times will be scheduled only around the academic schedule of staff members. ALAs should not schedule other jobs and activities until their apartment meeting time has been established.

B. Meet with the supervisor for regular supervision.

C. The Apartment Complex is staffed by an Apartment Living Advisor from 7:00PM until 7:00AM the following morning Sunday through Wednesday and 8:00PM until 7:00AM Thursday through Saturday. The ALA on duty must remain in the building all night, and must be available by telephone. The Supervisor will determine the number of staff on duty in the apartments.

D. Staff members on duty are required to work in the North Office from 7:00PM to 11:00PM Sunday through Wednesday, from 8 p.m. to 1:00AM on Thursday, and from 8:00PM to 2:00AM Friday and Saturday. Staff members are required to make rounds through the Apartment Complex. The supervisor will specify procedures for rounds.

E. All staff members are expected to be on campus and available for duty during emergencies and the following:

- Apartment Openings & Closings
- Halloween and the nearest weekend
- Special Program days
- Special Community/National events that impact our students (World Series, SuperBowl, etc.)
- May Closing and Commencement

### **VI. Training:**

A. Apartment Living Advisors are required to participate in August and January training programs. ALAs hired mid-year will attend January training and/or New ALA seminar. The Fall return date for New ALAs is August 18, 2008.

B. Apartment Living Advisors will participate in and attend all required departmental training and/or in-services.

C. Apartment Living Advisors will participate in further in-service training as determined by the supervisor.

D. ALAs must clear pending judicial charges against them two weeks prior to their training period. Failure to do so will result in not being able to commence the position.

### **VII. Performance Appraisal:**

A. Supervisor will meet ALAs to review the job description, establish goals, and outline expectations for the semester. Supervisors will meet with each ALA once every two weeks to review progress, performance, skill development, etc.

B. Mid-year evaluation focuses on feedback from staff, apartment residents, community development surveys, development/completion of goals, and any specialty/committee assignments.

C. End-of-the-year evaluation focuses on any progress to date and closure.

### **VIII. General:**

A. Availability: The ALA position is a part-time leadership position. Over the course of an academic year, the position averages out to 20 hours per week. However, some periods of time will require greater staffing demands (such as training, opening, closing, special activities, campus crisis, etc.) and all staff are expected to be available and respond as required.

If ALAs have a second job, it should be clearly understood that the ALA job is the primary responsibility and must supersede any other additional employment. Second part-time jobs should be undertaken only after consultation with and notification of your supervisor.

The Apartment Living Advisor position is a live-in position. ALAs are expected to sleep in their own apartment each night. ALAs should generally be in their apartments from 11:00PM through 7:00AM daily. As a guideline, ALAs are expected to be in their apartment by 1:AM on weeknight and 2:00AM on weekend nights (exception: prior approval from supervisor).

Staff members are encouraged to get away at least one weekend per month. Time away requests must be submitted to the supervisor in advance, who will ensure that no more than 50% of the staff is off each weekend.

B. ALA Substance Use Policy: As employees of Housing Services, ALAs are expected to obey all Massachusetts State Laws regarding alcohol and controlled substances. Any evidence of underage drinking or illegal controlled substance use by an ALA will result in automatic dismissal from the position.

C. The supervisor may expect other responsibilities and duties.