

Apartment Advisor Job Description

Dates of Employment

Student Leader Class

SPRING QUARTER (Wednesdays 5:45-7:45 pm)

Wednesday, March 27, 2024 - Wednesday, June 5, 2024

Resident Advisor position

Sunday, August 25, 2024 – Sunday, August 25, 2025

Compensation

Student Leaders are given In-Kind Compensation in the form of a single bedroom and a dining plan in exchange for completing the roles and responsibilities stated in the agreement. This role is not considered an employed position by the University.

Job Summary

Resident Advisors (RA) are live-in Student leader positions within the University of Washington Bothell (UWB) residential communities. RAs work collaboratively through unique roles to support community development and resident engagement. RAs model and support inclusive and welcoming communities; are knowledgeable about and abide by the policies Residential Life (Res Life) and the UWB; demonstrate sound judgment; facilitate a collaborative approach with team members; complete necessary administrative tasks; and provide quality customer service to residents and visitors.

The AA supports and encourages residents to make the most of their Husky Experience by exploring their identity, developing meaningful relationships, making intentional choices, and focusing on their trajectory at the UWB and beyond. The AA establishes a cohesive and responsible community in their designated area, facilitates the holistic development of residents through one-on-one interactions, promotes resident involvement, and refers and supports residents as they manage academic and personal issues.

With an emphasis on resident interaction and connection, we recognize that the Student Leader role includes aspects of emotional labor in the inherent job responsibilities. Residential Life is committed to ensuring that all Student Leaders are provided ample resources, support, and training to practice self-care to support the well-being of our Student Leaders. This includes dedicated sessions during September Training, year-round in-service training, providing independent resources, and offering ongoing support as needed.

Job Duties

COMMUNITY DEVELOPMENT: Residential Curriculum/Student Development and Community Building

- Implement the Residential Curriculum as outlined by the supervisor.
- Model and support issues related to diversity, equity and inclusive.
- Meet with new residents within one week of new occupancy, to welcome and provide orientation. AAs are expected to conduct intentional conversations as outlined by the Residential Curriculum.
- Mentor residents which includes, husky chats, referring to resources, advising and support academic and personal issues.
- Perform other duties and tasks as assigned, including Department-wide activities and initiatives. Examples may include, but are not limited to, assisting with Opening activities, resident appreciation events, and safety and security assessments.
- Be personally available to residents, provide opportunities for interaction, and promote resident involvement.
- Encourage the expression of diversity among residents and actively facilitate an environment of acceptance; act as a role model to residents; mediate conflict when appropriate, and complete roommate agreements. The AA must be approachable and display a genuine interest in the welfare and personal development of residents.
- Maintain a presence in their community, especially during peak times when residents are active on the floor.
- Able to efficiently and effectively respond to student needs and concerns

Policy Enforcement and Emergency Response

- AAs are expected to successfully complete all duties and *on call* responsibilities as assigned. This includes break and holiday coverage as assigned. AAs are expected to remain in their respective building while on duty, unless otherwise directed by a supervisor.
- Responsible for consistent enforcement of all university policies as well as Washington State and federal laws. This involves the education of residents on housing policies, the establishment of an environment that promotes personal responsibility, and the encouragement of participation in upholding policies.
- Responsible for effectively and efficiently responding to student needs and emergencies.

Administrative Responsibilities

- Assist in check-in and checkout procedures
- Complete necessary paperwork and reports on time
- Complete duty responsibilities which means sharing the duty rotation evenly with other AAs.
- Report and follow up on maintenance needs immediately
- Attend one-on-one meetings, staff meetings, in-service training sessions, other meetings and workshops
- Participating in assigned meetings, trainings, and workshops.

Requirements

- Must be enrolled at UW during employment dates (minimum credits = 6)
- Must have and maintain a grade point average (GPA) of 2.5 prior to and throughout their employment
- Must attend **all** trainings and workshops, including, but not limited to:
 - **Student Leader Class**
 - SPRING QUARTER
 - BCUSP 203 B
 - Wednesday, March 27, 2024 - Wednesday, June 5, 2024
 - **Student Leader Move-In:**
 - Sunday, August 25
 - **September Training / Resident Move-In:** (Approximately 120 hours)
 - **Begins:** Monday, August 26 at 9 am
 - **Ends:** Wednesday, September 19 at 5 pm
 - **Early Move-in:** Saturday, September 23-Sunday, September 24
 - **Move-in Days:** Friday, September 20 and Saturday, September 21
 - During this period scheduled training sessions are between 9am-5pm Monday through Friday with additional tasks to be completed outside of these times and occasional evening and weekend activities.
 - Move-in Days on September 20 & 21 occur all day with evening commitments.
 - **Welcome of Week & Autumn Quarter:**
 - **Begins:** Friday, September 20
 - **Earliest Departure Date:** Saturday, December 14 at 12:00 pm
 - When not in class, RAs are expected to bring residents to evening and anchor events throughout the week.
 - RAs may be asked to serve as AA on Duty during the Winter Break period.
 - **Winter Quarter:** (Approximately 4-8 hours)
 - **Latest Return Date:** Friday, January 3 @ 9:00 AM
 - **Earliest Departure Date:** Saturday, Mar. 22 at 12:00 PM
 - During Winter quarter Training, you will need to physically be back on-site no later than 9 am on January 3 in order to participate in training and welcome new residents on January 5 for winter quarter move-in
 - **Spring Quarter:**
 - **Latest Return Date:** Sunday, March 30 at 12:00 PM
 - **Departure Date:** no later than Sunday, June 15 at 12:00 PM
 - The exception is for academic commitments and finals which your supervisor needs to be notified about.

Working Environment

- Multi-story traditional suite style residence hall
- Multi-story apartment style residence hall
- Answering the phone
- Walking stairwells and completing building walk throughs
- Lifting up to 25 pounds
- Late night and weekend work

Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check.

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.