

Apartment Advisor Job Description

Dates of Employment

Student Leader Class

Spring Quarter 2025 (BCUSP 203 on Wednesdays 5:45-7:45 pm)

Wednesday, March 26, 2025 - Wednesday, June 11, 2025

Resident Advisor position

Tuesday, September 2nd, 2025 - Sunday, September 6th, 2026

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

Apartment Advisors (AA) are live-in student leader positions within the University of Washington Bothell (UWB) residential apartment-style community. AAs work collaboratively through unique roles to support community development and resident engagement. AAs 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:
 - o Student Leader Class
 - ☐ SPRING QUARTER BCUSP 203 B
 - ☐ Wednesday, March 26, 2025 - Wednesday, June 11, 2025
 - o AA Move-In:
 - ☐ Monday, September 1st, 2025
 - o September Training / Resident Move-In:
 - ☐ Begins: Tuesday, September 2nd at 9 am
 - ☐ Ends: Wednesday, September 17th
 - ☐ Early Move-in Days: Monday September 15th – 17th, 2025
 - ☐ Move-in Days: Thursday, September 18th, 2025 and Friday, September 19th, 2025
 - ☐ 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 18th and 19th occur all day with evening commitments.
 - o Welcome of Week Events:
 - ☐ Begins: Friday, September 21st, 2025
 - ☐ Ends: Friday, October 5th, 2025
 - ☐ When not in class, AAs are expected to bring residents to evening and anchor events throughout the week.
 - o Autumn Quarter:
 - ☐ Expected Departure Date: Saturday, December 13th, 2025 at 12:00 pm
 - o Winter Quarter:
 - ☐ Horizon Hall remains open over Winter Break, so AAs remain working. Time away can be approved via the Resident Director.
 - ☐ Latest Return Date: Friday, January 2nd, 2026 @ 9:00 AM for Winter Quarter Training
 - o Spring Quarter:
 - ☐ Latest Return Date: Sunday, March 29th, 2026 at 12:00 PM
 - o Summer Quarter
 - ☐ Horizon Hall remains open over Summer, so AAs remain working. Time away can be approved via the Resident Director.

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.