



# JMC House Advisor 2017–2018 Application Information Packet

TO: All House Advisor (HA) Candidates

FROM: Pat Danylyshyn-Adams, Director of Residence Life, and Sonia Rosado & Tia Chea, Assistant Directors of Residence Life

House Advisor candidates must complete the three steps of the selection process. The 2017-18 House Advisor staff will be hired from those candidates completing this process.

## **STEP 1: Application**

1. Obtain and complete the House Advisor Application at <https://hdh.ucsd.edu/ssoStudent/RAHAApply>.  
An HA application packet can also be obtained at the Muir Residential Life Office.
2. Two (2) recommendations are required from two separate individuals. The recommendations must be returned to the Muir Residential Life Office by email or through the mail, but they must be received by the Muir Residential Life Office no later than **Tuesday, January 17, 2017 at 1 pm.**
  - A. One recommendation from a peer (i.e. House Advisor, Fellow Student Leader, or Co-worker)
  - B. One recommendation from a faculty member/staff member/or a previous employer (i.e. Supervisor, Professor, or Mentor)

**ALL APPLICATIONS MATERIALS MUST BE TURNED IN TO MUIR COLLEGE RESIDENTIAL LIFE OFFICE BY TUESDAY, JANUARY 17, 2017 AT 1 PM**  
Candidates who have applications that are accepted by the Directors of Residence Life and the HA Selection Committee will be offered a group interview and an individual interview.

## **STEP 2: Group Interview (Approximate time: 45 minutes)**

Approximately 6-8 candidates will be interviewed in a group in the Tamarack Apartment Mariposa Room. This group will work on a task while be observed by the Directors of Residence Life and members of the HA Selection Committee.

## **STEP 3: Individual Interview (Approximate time: 30 minutes)**

The Directors of Residence Life and members of HA Selection Committee will conduct individual interviews in the Muir Residential Life Office with all candidates interviewed in Step 2.

# 2017-2018 House Advisor Selection Schedule

The following dates are provided to you as a guide. Please make sure you are adhering to the dates and times as listed below.

Dates	Times	Specific Information
<b>Monday, Nov. 21, 2016</b>	1 pm	Applications available at <a href="https://hdh.ucsd.edu/ssostudent/RAHAApply">https://hdh.ucsd.edu/ssostudent/RAHAApply</a> . HA application packets are also available at the Muir Residential Life Office.
<b>Monday, Nov. 21, 2016 Tuesday, Nov. 22, 2016 Thursday, Dec. 1, 2016 Tuesday, Jan. 10, 2017 Wednesday, Jan. 11, 2017 &amp; Thursday, Jan. 12, 2017</b>	10:30 am- 1:30 pm	All Campus RA/HA selection information tables. <i>Location:</i> Library Walk
<b>Wednesday, Nov. 30, 2016 &amp; Thursday, Jan. 12, 2017</b>	6 pm	Muir HA candidates' information meeting. This meeting is optional, but recommended. <i>Location:</i> 11 <sup>th</sup> floor seminar room, Tioga Hall
<b>Tuesday, Jan. 17, 2017</b>	1 pm	Application deadline. All application materials, including letters of recommendation, must be received by the Muir Residential Life Office no later than 1 pm.
<b>Thursday, Jan. 19, 2017 through Tuesday, Jan. 24, 2017</b>		Application screening by HA Selection Committee.
<b>Wednesday, Jan. 25, 2017</b>	6 pm	Notification, by email, of those candidates who will continue through the selection process.
<b>Thursday, Jan. 26, 2017</b>	9 am- 5:30 pm	Candidates schedule group and individual interviews at the Muir Residential Life Office.
<b>Friday, Jan. 27, 2017 through Wednesday, Feb. 1, 2017</b>		Group Interviews <i>Location:</i> Mariposa Room in the Tamarack Apartments
<b>Thursday, Feb. 2, 2017 through Friday, Feb. 24, 2017</b>		Individual Interviews <i>Location:</i> Muir Residential Life Office
<b>Monday, Feb. 27, 2017 through March 2, 2017</b>		Review of all candidates
<b>No later than Friday, March 3, 2017</b>	1 pm	Notification of the 2017-2018 HA staff by email.
<b>Sunday, April 9, 2017</b>	2 pm-7 pm	MANDATORY New HA Staff meeting and dinner. <i>Location:</i> Mariposa Room in the Tamarack Apartments
<b>Saturday, May 20, 2017</b>	ALL DAY	MANDATORY Muir College Student Leadership Retreat
<b>Monday, Aug. 28, 2017</b>	8 am	FALL HA Training begins.
<b>Tuesday, April 11, 2017 Tuesday, April 25, 2017 Tuesday, May 9, 2017 Tuesday, May 30, 2017</b>	7 pm- 10 pm	MANDATORY spring quarter meetings for the 2017-18 House Advisor staff. <i>Location:</i> Mariposa Room in the Tamarack Apartments
<b>Saturday, Jan. 6, 2018</b>	ALL DAY	MANDATORY Winter Charge Retreat

## HOUSE ADVISOR RECOMMENDATION LETTER

Applicant's Name: \_\_\_\_\_

(Please print all information on this form)

Please initial next to either option A or B before this recommendation form is distributed. If this section is not completed, it will be assumed that section A has been chosen. The deadline for all letters of recommendation is **Tuesday, January 17, 2017 at 1 pm.**

\_\_\_\_\_ A. If I choose to read this recommendation, I may do so. Therefore, this recommendation will be Non-Confidential.

\_\_\_\_\_ B. I choose not to read this recommendation. Therefore, this recommendation will remain Confidential.

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To The Recommender:

Please complete the following information and return your letter of recommendation no later than **Tuesday, January 17, 2017 at 1 pm.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Association with the applicant: \_\_\_\_\_ Contact number: \_\_\_\_\_

The person named above is applying for the position of House Advisor (HA) at John Muir College for the 2017-2018 academic year. Your comments will help us gain a better understanding of this applicant.

In order to better understand the role of the HA, we have supplied you with the following summary of the position:

House Advisors are a crucial part of the residential life staff. They live in a residential complex, either in residence halls or apartments. They work in a partnership with another house advisor and are responsible for creating a positive living environment for our students. Each HA partnership is responsible for 90-150 residents, and is expected to know each of them in an active way. HAs are called upon to confront inappropriate behavior, and to provide individual or group peer counseling/mediation when necessary. Staff is routinely scheduled for on-call after hours duty, in which they serve as resources for potential emergency or discipline situations. Additionally, HAs advise student organizations, and implement a variety of educational, equity-minded and social programs. HAs must serve as positive role models in the residential complex. They must be able to manage their time effectively, and must be comfortable with responsibility and autonomy.

**Please attach this coversheet to your letter of recommendation and email it to [srosado@ucsd.edu](mailto:srosado@ucsd.edu) or submit it to the following address:**

**Muir Residential Life Office, UCSD • 9500 Gilman Drive M/C 0118 • La Jolla, CA 92093-0118**

# 2017-2018 HOUSE ADVISOR JOB DESCRIPTION

## REQUIREMENTS FOR EMPLOYMENT:

1. Must be a registered UCSD undergraduate student.
2. Must have a minimum 2.5 overall GPA at the time of application.
3. Must be enrolled in classes as a full-time student with 12 units, and maintain a minimum 2.0 GPA for each quarter while employed as an HA.
4. Must maintain minimum academic progress of 12 units for each quarter while employed as an HA.
5. Must have completed a minimum of 5 academic quarters before fall quarter 2017. (This requirement must be satisfied by "on-site" experience; not by advanced placement units nor attendance at any academic institution during the summer.)
6. Must maintain current CPR and basic first aid certification for the duration of the HA position.
7. Knowledge of Muir general education requirements.
8. Evidence of sincere enthusiasm, energy, commitment and interest in Muir College and in the HA position.
9. No involvement in drama productions or in intercollegiate athletics. An HA may not hold any other employment position, or office within any college or student organization or in the Greek system without the prior approval of the Director of Residence Life. Participation in graduate or professional school preparation classes must also be approved prior to enrolling.
10. Must be able to identify and display sensitivity to student needs.
11. Some prior on-campus (not necessarily at UCSD) living experience required.
12. To maintain employment, HAs MUST have Tuesday evenings (7-10 pm) available for mandatory weekly staff meetings during the academic year. There will be NO exceptions made to this policy at any time during the academic year. In addition, HAs MUST attend the new staff meeting and dinner on Sunday, April 9, 2017 from 2 pm-7 pm, and the mandatory staff meetings from 7-10 pm on the following Tuesdays, April 11, April 25, May 9, and May 30.
13. Mandatory attendance of the Muir College Student Leadership Retreat on Saturday, May 20, 2017.
14. Must be available for fall quarter 2017 training, which begins on Monday, August 28, 2017.
15. Must be available for a Muir residential life "Winter Charge" Retreat on Saturday, January 6, 2018. You will be given adequate notice should this date be changed.

## CONDITIONS OF EMPLOYMENT:

1. This position is for the 2017-2018 academic year. HAs wishing to continue in their position during a subsequent year must re-apply during the regular selection process in winter quarter 2018.
2. House Advisors are permitted employment, enrolling in additional academic units, and/or extracurricular activities outside the HA position up to 10 hours per week, provided they receive prior permission from the Director of Residence Life. All activities must be adjusted so they will not conflict with the HA position and the availability that it requires, including all required training and meetings.
3. The HA applicant must participate in the selection process as determined by the Director of Residence Life. The final selection will be based on the satisfactory completion of the process, including quality of participation, understanding of specific duties and responsibilities, and genuine appreciation for student needs, their concerns, and the Muir residential life program.
4. The HA will be responsible for coverage during 1) the opening and closing of the Muir residential life complex each quarter, 2) Fall Welcome Week, 3) holiday breaks when the residential facilities must remain open, 4) a portion of evening/night and weekend duty coverage each month, 5) a "to be determined" number of office coverage hours, and 5) any other coverage as determined by the Director of Residence Life.
5. The HA will participate in all scheduled workshops, programs, and meetings.

This includes:

- A) The first 2017-18 HA staff meeting on Sunday, April 9, 2017.
  - B) Training in spring quarter during Tuesday's beginning on Tuesday, April 11, 2017.
  - C) Attendance at the Muir College Student Leadership Retreat on Saturday, May 20, 2017.
  - D) Training prior to fall quarter 2017 beginning on Monday, August 28, 2017.
  - E) Attendance at the Muir residential life "Winter Charge" Retreat on Saturday, January 6, 2018.
6. During spring quarter 2017 HAs will be paid hourly for scheduled mandatory meetings and retreats. For a portion of fall training, HAs will receive room and meals while training is in progress. For the academic year, HAs are compensated by the housing room and board contract. Each HA will receive a single room, and a full meal plan of \$3900 in a combination of dining dollars and in Triton Cash. Triton Cash is dispensed evenly in three quarterly credits.
  7. Each HA must attend one equity mindedness/social justice student conference during spring quarter or 2017, or attend the Southern RAP conference during fall quarter 2017.

## SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Each HA is expected to initiate, encourage, and participate in the development of his/her particular living community.
2. Through individual and group interaction, each HA is expected to know each student in his/her living area.

3. Each HA is expected to be sensitive to problems that individuals or groups of individuals may have. In counseling these students, the HA should strive to build and maintain a relationship of trust and confidentiality.
4. Each HA is expected to provide appropriate referrals for students to various individuals, offices, and services within the College, University, and the San Diego community. This involves specific knowledge and awareness of students' interests and concerns, skills in facilitating referrals, and a general knowledge of available resources.
5. Each HA is expected to coordinate regular area resident meetings. The HA is expected to work with students in facilitating individual and group decisions through normal problem solving processes.
6. Each HA must assume a major project for the academic year that focuses on a special interest. This project may be one that continues for the entire year, or the project may change after each quarter. All projects must benefit the Muir College community and the Muir residents in particular. Projects will be assigned by the Director of Residence Life.
7. Each HA is expected to develop an environment conducive to studying and to educational pursuits. This environment must encourage residents to respect the rights of each person in accordance with acceptable social and community living behavior.
8. Each HA is expected to carry out administrative duties including interpreting, implementing, and enforcing both University and residential life regulations and policies; supervising the residential facilities; and working to prevent damage from the misuse of the residential facilities. It is the combined responsibility of the Muir residential life staff to work together to develop and continually review residential life policies.
9. As a member of the residential life staff, each HA is expected to be a team member, and to work cooperatively and consistently with other staff members.
10. When necessary, the HA must notify and confer with the Directors of Residence Life regarding disciplinary and/or counseling situations that arise in their particular living area.
11. Each HA must attend weekly staff and other pertinent scheduled meetings, unless given prior permission from the Director of Residence Life to be late or absent.
12. Each HA is expected to develop, implement, and evaluate a balanced program of social, equity-minded, and academic activities within their living area. Each HA must provide or sponsor and coordinate all arrangements for at least one educational and one equity-minded program for the year. HAs may work individually or in a group to complete these activities and programs.
13. Each HA is expected to be an effective liaison of information between the Muir Residential Life Office and their residential community.
14. As a university employee, HAs will be collaborating, training, and consulting with other residential life staff members from all residential areas at UCSD.
15. HAs are not permitted to be absent from their position for longer than a long weekend (approximately 3 days) without the prior permission of the Director of Residence Life.