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**HOUSE FELLOW**

**NUMBER OF POSITIONS AVAILABLE:** 126

**TERM:**  2011-12 Academic Year

**DATES OF EMPLOYMENT:** August 11, 2011 – May 20, 2012

**COMPENSATION:**

* House Fellows during the 2010-11 school year received $1174 deposited into their Housing food account, a $3,222 stipend and a single room valued at $6990. Total Package is valued at $11,386.These rates will be slightly adjusted for the 2011-12 school year

**HOURS OF WORK:** House Fellows work approximately 20-25 hours per week. This includes both "active duty" and "on call" time. Meetings, completing administrative work, outreach, and advising a resident are examples of "active duty" time. Monday evenings from 4pm to 8pm is when staff meetings occur. Time spent in the living unit doing personal business or studying, but still being available to residents, is considered "on call" time. You can expect about 8-12 active duty hours per week and to be available and accessible to the floor and hall community a minimum of 3 – 4 evenings a week. You will also be expected to be available most weekends throughout the contract period. You will schedule weekends away with your supervisor. Absences from campus of more than 3 consecutive days are generally not allowed. You will need to get approval from your supervisor(s) regarding any absence from campus (for weekends, special events, etc.). HF’s should expect to work increased hours during Wisconsin Welcome Week, home football games, Halloween weekend, Mifflin Street block party, Student Staff Training in the Fall and at other key times of the year

**JOB DUTIES:**

Below is a general description of the House Fellow job duties. Duties may vary based on location assignment. The House Fellow is a student at the University.

Responsibilities to Staff:

* Attend and participate actively in staff meetings between 4pm and 8pm one evening a week (Mon-Thurs). Majority of the staff teams meet on **Monday** **evenings**. Please reserve this time for your staff team meeting. If **Mondays between 4-8pm** does not work for you please indicate in your application. Supervisors will also send out a confirmed staff meeting time for Fall 2011 in February 2011 so you will have this information as you plan your classes for Fall 2011.
* Work as a hall/unit team member with other House Fellows.
* Complete administrative tasks in a timely manner.
* Assist in the recruitment and selection of new staff.
* Help maintain the cleanliness and professionalism of the Residence Life Office.
* Work with other House Fellows to ensure nighttime and break coverage.
* Participate on hall (or Division-wide) committees.
* Contribute to academic programming under the direction of the Academic Program Coordinators/Residence Life Coordinators.
* Contribute to community building in collaboration with the Involvement Coordinator, Hall Organization and other involved students.
* Contribute to diversity and social justice awareness in collaboration with the Diversity Coordinator/Residence Life Coordinators.
* Uphold and hold one another accountable for in-unit staff expectations, and communicate any concerns with your supervisor.

Responsibilities to the House:

* Know and establish rapport with all residents. Help them get to know each other.
* Develop community in your house where residents respect each other, are sensitive to the needs of others and live up to developed community standards.
* Intervene and take responsibility for the resolution of interpersonal or inter-group conflicts.
* Serve as a source of information for residents through individual contact, bulletin boards, weekly emails, etc.
* Be available, approachable, and visible to residents at least 4 nights per week as scheduled by your Coordinator.
* Assist residents who are having academic, personal or interpersonal problems. Make referrals to campus and community resources as appropriate.
* Keep up to date rosters that reflect all moves that have taken place.
* Develop a working relationship with your house custodian.
* Serve as a mentor to residents who seek or are appointed to leadership opportunities in your house.
* Actively advise and implement community programs addressing social, academic and diversity interests and needs.
* Be a visible academic role model – model a commitment to academics, attend class, model strong study habits and engagement with academics/learning, faculty/instructors and academic resources.
* Engage residents in regular conversations about academics (classes, intellectual/major/career interests) in intentional ways.  In addition, be responsible for facilitating an initial study group and/or referring residents to established study groups under the direction of your APC.
* Promote academic resources in Housing and on campus (CCAS, TLCs, Hall Tutoring: Math, Econ, Spanish, Chemistry tutoring, Writing Center instruction, Class Connections, campus libraries, GUTS, etc.).
* Coordinate academic programming in your House/Hall under the direction of your APC (i.e., study nights/lock-ins, study spot of the week, connecting residents via Class Connections, etc.).

Responsibilities to the Hall:

* Assist/Lead in emergency situations including fire alarms, medical and mental health crises, and security situations. Be available for extra duty and/or outreach if needed.
* Enforce University and Housing policies. Thoroughly investigate all incidents of vandalism and damage.
* Be visible and available to residents.
* Maintain security of all keys issued to you. Always maintain 100% compliance with policies and procedures for use and care of keys.
* Develop a working relationship with and support the desk, dining, custodial, and maintenance staffs.
* Develop working relationships with hall organization involved students.
* Understand and support the role of the University Police, University Health Services, and Cross College Advising services staff.
* Know your hall’s layout and facilities.
* Work closely with and under the supervision of the Coordinator(s) in the hall. Maintain and develop frequent, regular, and open communications with the Residence Life Coordinator(s).
* Serve on staff duty and outreach as assigned. Remain on duty as scheduled until the halls are officially closed each semester. This includes coverage during Halloween, Thanksgiving, Winter Break, Easter/Passover and spring break recess.
* Help maintain a safe environment. Report facility and equipment repair needs, and any custodial issues.
* Assist with check-in, check-out, opening, and closing.
* Actively support hall wide involvement activities.
* Facilitate a study group for Study Group Kick-offs.
* Serve as a Desk Staff member in the evening hours (4-6 hours per week).

Responsibilities to the Division:

* Abide by University and University Housing rules and policies, State and Federal laws, and personnel policies.
* Become familiar with the Housing, University and community resources, handbooks, manuals & websites available to you.
* Preserve the confidentiality of personal communications.
* Maintain an open and accepting attitude; show commitment and sensitivity to issues of diversity.
* Understand the Student Conduct System.
* Publicly support all Housing staff in the performance of their job duties.
* Participate actively in training and orientation sessions prior to opening in the Fall and Spring semester.
* Attend and participate actively in on-going training sessions throughout the year.

**Susan Davis/Merit House Fellows:**

* The Susan Davis House Fellow works with a 35-unit facility of upper-class students. The Merit House Fellow is solely responsible for the 65-unit facility of first-year and upper-class students. Both House Fellows will have reporting responsibilities to the Smith RLC. The House Fellows of Susan Davis and Merit will also share responsibility for duty of these units during all break periods (including Winter Break) and will work in conjunction with the Smith Hall staff when appropriate (i.e. duty coverage).
* Conduct periodic checks of public areas.
* Provide assistance in minor emergencies (i.e. blocked drains, power failure, broken windows, replacing burnt out light bulbs).
* Work closely with custodial and maintenance personnel to help them accomplish their goals. Serve as communication link between custodial and maintenance staff and residents through memos to resident, newsletters, and individual contact.
* Assist residents who need information on how to clean and maintain kitchenettes and bathrooms.
* Encourage development of assessment of residents to plan activities and foster resident identification with living community.

**Returning House Fellows:**

* Serve as a general role model and mentor to new staff.
* Co –facilitate training sessions in collaboration with your unit supervisor or various other professional staff members.
* Role model programming in the area of our Core Values. This could occur in multiple settings: Welcome Week, hall-wide programming, or in collaboration with and Academic Programs Coordinator, Diversity Coordinator, or Involvement Coordinator.
* Effectively and respectfully role model good communication with supervisors and teammates.
* Take initiative to lead or initiate difficult conversations with students, peers, supervisors.
* Returning staff members are expected to lead and are held to higher standards of accountability and responsibility. Returning staff member can anticipate new staff members looking to them for guidance and feedback, especially during the first six weeks of the fall semester.
* Role model efficient and thoughtful administration skills.
* Other duties as assigned.

**ELIGIBILITY:**

**Student Status:**

* In order to be considered for a House Fellow position, undergraduates must be enrolled as a student for at least six (6) credits, non-dissertator graduate students must be enrolled as a student for at least four (4) credits, and dissertators must be enrolled as a student for at least three (3) credits. If a House Fellow withdraws from school during the course of the semester, she/he cannot remain as a student employee. House Fellows should be advised to discuss any plans to drop courses with their supervisors prior to taking action.
* House Fellows must have a GPA of 2.5 prior to being offered a position and must maintain a 2.5 GPA after being offered and during employment.
* House Fellows must have completed 3 semesters of college post high school.

**Employment Status:** HF’s must be in good employment status with the Division of University Housing at the time of application and at the time the appointment begins.  Staff members or potential staff members who are terminated from another position in Housing will be ineligible to be employed as HF’s.  **If you have already been offered or hired, your HF position may be rescinded.  If you have already begun your appointment, your employment may be terminated.**  Students may appeal these actions to possibly regain employment eligibility.

**Commercial Enterprise:** House Fellows are not permitted to be involved in commercial promotion or enterprise while on University Housing premises or in a manner that could be construed as using their position for commercial purposes or as a representative at a commercial establishment.

**Credit Load:** A House Fellow is expected to take sufficient courses to make normal degree progress. The upper limits of credits per semester which may be taken without special permission are as follows:

Undergraduates 16 credits per semester

Graduates 12 credits per semester

Law Students 16 credits per semester

Adjustments downward in course loads may be required where laboratory or research commitments are extensive. Prior approval to exceed the above mentioned course loads must be obtained in writing from the Coordinator.

**Outside Time Commitment:** The commitment of substantial amounts of time to interests other than academic or staff responsibilities requires prior approval from the supervisor. Internship/practicum experiences, including student teaching, also require prior approval. Past experience has demonstrated that student staff members participating in part‑time jobs, some activities, etc., have difficulty balancing the time involved in both the outside time commitment and the student staff job responsibilities. For this reason, student staff members are required to limit outside time commitments as outlined below. The student staff member must always consult the supervisor before accepting an outside time commitment.

**Non-Academic Limitations:** With a normal credit load, outside time commitments should be a maximum of 6‑10 hours per week. Participating in intercollegiate athletics, music/band and drama productions, serving as an officer or member of a student organization and many part‑time jobs often exceed this maximum time limit and may not be permitted. In all cases, the student staff position must take priority.

**Academic Limitations:** Internship/practicum/production experiences that require staff to be absent from campus more than 16 hours a week, including, but not limited to, student teaching, theater, nursing, and pharmacy are not permitted during the first semester of a staff member's employment. If permission is given by the supervisor, the following issues must be discussed:

* defining strategies to ensure availability (including limiting non-academic outside time commitments) and energy/enthusiasm for the student staff position;
* encouraging the student staff member to obtain an internship/practicum within the city of Madison;
* suggesting that the student staff member inform their internship/practicum supervisor of their staff position.

**Student Staff Involvement in Organizations Limitations:**

As a student staff member, you are an influential member of the housing community. Due to the unique leadership role that student staff play in developing and leading communities, the following guidelines have been established to prevent this role from being undermined. The guidelines should be used in determining the appropriate role a student staff member may play within an organization outside of housing. The guidelines are meant to ensure that an inclusive community atmosphere is maintained.

* Any outside time commitment should be discussed with your supervisor prior to participation. This is particularly true of any leadership position that will involve a greater role in an organization as well as greater time commitment.
* Student staff can participate in, organize, and lead any meetings or other activities within their room, floor, or residence hall, or anywhere else on campus, to the same extent as other students. However, student staff may not use their position to pressure, coerce, or inappropriately influence student residents to attend or participate.
* Please review in advance with your supervisor any meetings or other activities that you will participate in, organize, or lead within your room, floor or residence hall.
* Student staff can not use their positions within University Housing to expressly recruit for any organization outside of Housing nor should student staff use their positions to proselytize any specific ideology.
* Any meeting occurring within University Housing and advertised can not be closed to any member of the unit community. Student staff can not be listed as a contact person for the group by name, position, phone number or room number.

**Criteria for Granting Permission:** Permission to participate in an outside time commitment is granted for one semester. Permission for additional semesters will only be granted after a performance evaluation by the supervisor. Where consideration for an outside time commitment is given by the supervisor it will be based on the following:

* The student staff member is meeting all job expectations, especially availability.
* No outside time commitment is allowed that will conflict with student staff training, Wisconsin Welcome, staff meetings, or training sessions; or interfere with the additional staff responsibilities during the first six weeks or finals weeks of the semester.

**Training/Closed Weekends:** *\*Please note: These are tentative dates.*

To remain on the job throughout the last day of all hall closings and to return early for hall openings as follows: arrive/fall opening: **8/11/11**; leave/Thanksgiving break: **11/23/11**; return/Thanksgiving break: **11/27/11**; leave/fall semester closing: **12/24/11**; return/spring semester opening/winter break coverage: **1/11/12**; spring break closing: **3/30/12**; return spring break: **4/8/12**; spring semester closing: **5/20/12**. Your direct supervisor must approve any deviation.

1. To be available in your communities as directed by your supervisor on the following days or weekends: **August 24 - September 6, 2011**; **October 28 – October 30, 2011;** **January 11-17, 2012**; **May 11-20, 2012**. In the event of campus demonstrations, or other events deemed necessary, House Fellows may be required to be in their respective halls or within housing to provide coverage.
2. To attend and participate fully in staff meetings and training, beginning on **August 11, 2011**.
3. To return to campus prior to **January 11, 2012**, to participate in staff training and opening preparation. Your supervisor will inform you of your return date. Duty coverage will be needed beginning **January 2, 2012** for some staff.

**Other:**

* To give the position priority over other areas of activity with the single exception of your academic work.
* To fulfill the duties outlined in the House Fellow position description and to meet reasonable verbal and written expectations as communicated through the Residence Life supervisory staff.
* To follow the procedures and policies contained in the staff manual and to remain within the bounds of University policies, University Housing policies and state law.
* To carry out other reasonable duties as assigned.

Special Requirements:

* Satisfactory result of a confidential criminal background check is required

**HIRING INFORMATION:**

* **Application deadline: midnight, October 24, 2010.**
* Please be sure to print off reference forms from [www.housing.wisc.edu/jobs](http://www.housing.wisc.edu/jobs). Each position you applied for (except Academic Program Coordinator) requires 2 references. **You have 7 days from the date you submitted your application to return** these reference forms.

**House Fellow Core Value Expectations**

**EXPECTATIONS:** As House Fellows, one must be committed to the University Housing Residence Life priorities and values, which are described in more detail below.

**Community**: The community created by the House Fellow and the residents should reflect and promote the core values of academics, diversity, and student involvement. House Fellows are expected to facilitate relationships amongst members of their houses.

* Get to know all their residents by name and develop a relationship with each resident.
* Actively develop strong residence hall communities that support students and assist them in developing connections with each other.
* Promote and maintain a safe, inclusive environment for all members of their house community.
* Serve as leaders and role models for their communities and understand how their actions can impact their community.
* Provide opportunities and resources to help find their niche in the house, in their residence hall, on campus, and/or in the Madison community.
* Challenge behaviors and actions that are potentially disruptive or destructive to the community.

**Student Involvement**: Our vision for student involvement in the residence halls is that every student finds a place to connect on campus or in the halls. This connection may be through a student organization, the Union, Morgridge Center for Public Service, Multicultural Student Center or through leadership/involvement positions in University Housing. The House Fellow is expected to:

* Know the interests of their residents and assist them in finding their niche on campus.
* Empower residents to get involved in the residence halls by initiating interest groups (student groups that are created around a topic area, such as dancing or scrapbooking); becoming involved in the hall organization; or by representing the student voice to the Director of University Housing.
* Partner with the residents and/or other University staff to promote, plan and/or implement opportunities for the community, especially during the first few months of fall semester.
* Refer students to campus resources. House Fellows are trained on the numerous resources that are available on campus. First-year students, in particular, rely on House Fellows to get connected to campus resources. Your role is to help students take full advantage of these resources.

**Diversity:** The Division of University Housing desires to create a community in which diversity is respected and appreciated among all community members. House Fellows are expected to:

* Support Housing’s value to actively create and foster inclusive communities that are free of harassment and oppressive acts.
* Be able to fully support students of various multicultural backgrounds; this includes, but is not limited to racially/ethnically diverse backgrounds and students who identify as lesbian, gay, bisexual, or transgender.
* Learn of the campus resources designated for LBGTQ students and students of racially and ethnically diverse backgrounds.
* Challenge/confront insensitive attitudes and/or comments in an educational manner.
* Partner with the Diversity Programs’ staff (Diversity Coordinators) to educate residents about multicultural issues.

**Academics/Student Learning**: Creating an environment in the residence halls that promotes academic success is an important part of your job.  We have initiatives and resources in place to help you.  Below are some expectations that we have.

* Be visible academic role models – model a commitment to academics, attend class, model strong study habits and engagement with academics/learning, faculty/instructors and academic resources.
* Be familiar with and promote our academic resources in Housing and on campus (Residence Hall Class Sections, CCAS, Hall Tutoring: Math, Econ, Spanish, Chemistry tutoring, Writing Center instruction, Class Connections, study groups, TLCs, campus libraries, etc.).
* Seek ways to integrate academics and learning opportunities into programming.
* Engage residents in intentional on-going conversations about being successful in their current classes, their academic interests and major/career direction.

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employee 08/10