

House Advisor (HA) Position Description

2025 - 2026

Position Responsibilities

The HA role is designed to provide transferrable skills and enhance the residential housing experience for Reed College students by supporting the diversity, equity and inclusion (DEI) work and educational priorities of Residence Life. Residence Life is committed to providing HAs opportunities and training that focuses on developing DEI knowledge and other transferable skills. The following is an overview of position responsibilities, this list is not exhaustive. Like all roles, HAs may occasionally be asked to perform a task that is not included on this job description.

Requirements:

- Sophomore standing or higher and full-time student status (at start of employment).
- Must be a full-time student
- Minimum cumulative GPA of 2.4
- Must be in and remain in good standing with the College (at time of hire and throughout employment).
 - Academic
 - Conduct
 - Title IX
 - Bias Incidents
- Ability to work irregular hours and complete all assigned HA work as specified by the supervisor, including completing any on call responsibilities.
- A demonstrated commitment to, or interest in diversity, equity, inclusion and social justice.
- Ability to develop and maintain collaborative relationships with campus partners (students, staff, and faculty, etc.)
- Be available for all HA training dates – times provided with offer letters.

Administrative Responsibilities

- Check and respond to phone/email communication with others in Residence Life within 24 hours, except on scheduled breaks from school or the position
- Pick up and hang posters from HA mailbox and/or share event information electronically
- Read the HA newsletter and act on any relevant information, including sharing opportunities with your community and completing assigned tasks

- Attend and engage in one-on-one conversations with supervisor
- Attend and participate in area group meetings
- Complete inventories throughout the year as directed
- Participate in hall opening and closing tasks as assigned
- Serve as liaison between Residence Life department and residents to share important information
- Participate in and support departmental processes and initiatives, including but not limited to: Room Registration, HA selection process, working groups or committees, professional staff searches, storage, and Residence Life social media presence
- Send maintenance and housekeeping requests to Physical Plant and technology related issues to Computer User Services and inform your supervisor when issues are urgent or go unresolved

Community Engagement & Support

- Complete all programming and intentional conversations as outlined in the programming model for your area.
- Embody the values of Anti-racism, Diversity, Equity and Inclusion in programming, structures and practice; create inclusive experiences for accessible, experiential, integrated learning and social interactions.
- Know the majority of residents' names in your assigned area by the end of the second week of each semester.
- Demonstrate sensitivity to the needs of all students and promote the values of diversity and inclusion with your residence community.
- Foster a comfortable and receptive environment by interacting with your assigned residents on a regular basis.
- Manage the online community through an official community platform.
- Facilitate any community meetings as needed and directed by the supervisor.
- Respond to community issues as directed by the supervisor.
- Lead a small group in your hall to support with issues determined by supervisor based on resident issues
- Proactively address deviations from community norms and/or resident concerns that adversely impact the well-being of individuals or the community
- Assist in staffing and coordinating Orientation Week activities as assigned
- Mediate conflicts and assist in resolving issues between roommates or members of the community.
- Maintain an on campus presence most weeknights and weekends.

- Help create a safe, healthy, and inclusive atmosphere within your area group and community in support of our educational priority
- Collaborate with your residents to establish community expectations during the beginning of the year community meeting
- Promote dialogue and education around the Honor Principle and its application in the community
- Check and respond to phone/email communication with others in Residence Life within 24 hours, except on scheduled breaks from school or the position

Policy Support & Crisis Management

- Adhere to all Reed College and Residence Life policies and procedures, including the AOD policy, COVID-19 guidelines and protocols, and the Housing Contract and COVID-19 Addendum, including FERPA (Family Education Rights and Privacy Act) Policy Educate residents about Residence Life policies and procedures (including the AOD policy and Housing Contract) utilizing a harm reduction lens
- Serve as a non-confidential resource, and refer crisis situations to Community Safety and/or other appropriate resources
- Advocate for residents' needs and concerns throughout policy infractions.
- Understand your role as a responsible College employee and be acquainted with reporting procedures. Training will be provided on this subject during HA Training.
- Be knowledgeable of emergency procedures and navigate residential crises as necessary. Training will be provided during HA Training (and throughout the year) on how to navigate crisis situations in residence.
- Serve in an on-call rotation during the semester; on-call is scheduled to cover when most campus offices (e.g., Residence Life) are not open. On-call HAs are often the first layer of response to needs including but not limited to lockouts, medical emergencies, and facility problems. HAs are expected to contact additional support resources for resolution as needed. HAs must be able to perform on call responsibilities and respond to incidents consistent with the expectations established by the department.