



## THE CLARKSON SCHOOL & HONORS PROGRAM 2017-2018 HOUSE ADVISOR APPLICATION



The Clarkson School & Honors Program will be hiring House Advisors (HAs) for the 2017-2018 academic year to work in Newell & Ormsby Houses. We are looking for enthusiastic, motivated, level-headed leaders who have a sincere desire to create and sustain a positive, safe, and academically-focused living-learning community.

Included in this 10-page packet is a position description, application, and two recommendation forms. Please review all of this information closely and carefully consider your readiness for this position.

A completed application for the HA position consists of:

- 1) A completed application form
- 2) Résumé
- 3) Personal statement

In 500 words or less, tell us about your motivations for applying for the HA position. Provide some information on your character and your unique skills that you think would serve you well in the House Advisor role. How would you philosophically approach the House Advisor position? How would the House Advisor position complement your Clarkson experience? What excites you about this opportunity? What challenges do you envision? Be creative and thoughtful in your responses.

- 4) Two recommendation forms

Faculty members, past or current supervisors, and/or your current RA/HA can complete these recommendation forms. We prefer, however, that at least one recommendation be provided by someone who has recently supervised you as an employee.

- 5) Attendance at an HA Interest Meeting

Wednesday, Jan. 25 at 6:00pm in Price Hall Classroom OR

Friday, Jan. 27 at 6:00pm in Price Hall Classroom

- 6) Interview (for selected candidates)

All application materials should be returned to Kathleen O'Leary in The Clarkson School & Honors Program Office (2<sup>nd</sup> floor Price Hall, Box 5650) by 4:30pm on Monday, February 6, 2017.

Applications that are missing any component are considered incomplete. After all applications are reviewed, select candidates will be invited for an interview.

We anticipate at this time that we will be hiring two new House Advisors for the 2017-2018 academic year. We will also name an alternate candidate, who may be appointed in case an HA position becomes vacant at any time.

Thank you for your interest in being a part of our team! Please feel free to contact Kathleen O'Leary, Associate Director of Student & Alumni Relations, at 315-268-4331 or koleary@clarkson.edu. And I always welcome visitors -- my office is on the second floor of Price Hall.

This document can be found electronically at: [http://clarkson.edu/tcs/current\\_students/index.html](http://clarkson.edu/tcs/current_students/index.html).



# THE CLARKSON SCHOOL & HONORS PROGRAM

## 2017-2018 HOUSE ADVISOR POSITION DESCRIPTION



The House Advisors (HAs) are paraprofessional staff members of The Clarkson School (TCS)/Honors Program. They are the principal student leaders on the floors within the Clarkson School/Honors residence halls. House Advisors, along with the administrative staff, are responsible for establishing and maintaining an atmosphere that will promote the intellectual, social, cultural, and personal development of Clarkson School and Honors students and will provide for the safety and well-being of all. While assuming their responsibilities and duties, HAs are expected to conduct themselves in a professional and personally responsible manner both on campus and in the community. Given the high standards of this position, it is essential that an HA possess genuine concern for others, serve as a positive role model, encourage open communication and mutual respect, and recognize the value of a diverse community.

### **I. THE HA IS RESPONSIBLE FOR FOSTERING AND FACILITATING THE GROWTH AND DEVELOPMENT OF STUDENTS WITHIN THE TCS/HONORS RESIDENTIAL COMMUNITY AS PER THE FOLLOWING:**

#### **A. Interpersonal:**

Develop a rapport and maintain contact with all residents through on-call rounds, community development activities, and personal interaction.

Be familiar with residents' needs and concerns through personal contact, on-call rounds, and formalized needs assessment.

Keep the Associate Director of Student and Alumni Relations informed of the needs, concerns, and activities of the residents through weekly staff meetings and individual meetings.

Conduct floor meetings as necessary to share important information, develop community, discuss issues, and assess needs.

Be familiar with all University offices and services for referral purposes.

Work as a member of the TCS/Honors team through interaction with all staff members in a cooperative and supportive manner.

#### **B. Community:**

Under the direction of the Associate Director of Student and Alumni Relations, assist in creating a positive and enthusiastic atmosphere in the residence halls that is conducive to academic pursuits, social development, and personal well-being.

In collaboration with the Clarkson School Alumni Mentors and Honors Program upperclass residents, promote the establishment of a cohesive, supportive community through the development of self-awareness, personal responsibility, and sense of respect for self and others.

Provide for the safety of students by ensuring that all building regulations, fire codes, etc. are being followed.

Know, communicate, and consistently enforce all TCS/Honors and University policies and regulations.

Confront all violations of policies promptly and report them to the Associate Director of Student and Alumni Relations by submitting an incident report in PeopleSoft.

Alert the Associate Director of Student and Alumni Relations to all emergency situations after notifying Campus Safety when necessary. If the Associate Director of Student and Alumni Relations is not available, another TCS/Honors administrator must be notified.

Reside in the residence hall on each night that students are residing in the residence hall. Any exceptions must be cleared through the Associate Director of Student and Alumni Relations. This includes all break periods. HAs are expected to stay through the closing of the residence halls for all vacation periods. Duty will be assigned on a rotational basis where possible. HA coverage is required during Fall Break and February Break; therefore, HAs should not make plans to be away from campus for these breaks until a duty schedule has been determined. HA coverage is also required up until halls close for Thanksgiving Break, Winter Break, and Spring Break. HAs should not make plans for their departure from campus for the breaks until a duty schedule has been determined and HA closing responsibilities have been discussed.

### **C. Programming:**

Organize and implement community-building activities as requested by the Associate Director of Student and Alumni Relations during Orientation Week.

Develop, organize and implement programs to address the needs, interests and concerns of residents. Each HA must complete at least three (3) programs per semester as stipulated during HA training. Involve students as much as possible in the planning and implementation of programs.

Encourage active student participation in TCS/Honors and University organizations, activities, and programs.

Accompany and supervise students on TCS/Honors field trips.

Attend and assist with all Clarkson School Family Dinners.

### **D. Administrative:**

Assist the Associate Director of Student and Alumni Relations with the overall administration of the residence halls and housing operations including the opening/closing of halls; completion of room check-ins/outs; room changes and damage reports; filling out all necessary paperwork regarding disciplinary incidents; conducting health and safety checks; and other tasks as requested by the Associate Director of Student and Alumni Relations or other administrative staff.

Report all maintenance needs to the Associate Director of Student and Alumni Relations in a timely manner.

Meet weekly as a team with the Associate Director of Student and Alumni Relations to discuss the TCS/Honors community. Individual meetings will occur as needed throughout the year.

Be responsible for the appropriate use and security of master keys as outlined by the Associate Director of Student and Alumni Relations during HA training.

Participate in an on-call schedule in which one HA is available each day between the hours of 8:00 pm and 8:00 am. Rounds are to be conducted by the HA on-call between the hours of 8:00 pm and 12:00 am, Sunday through Thursday, and between the hours of 8:00 pm and 2:00 am on Friday and Saturday. In between and following rounds, the HA on-call will be available in his or her room. The on-call schedule will be created during staff meetings with the Associate Director of Student and Alumni Relations. Any changes to the on-call

schedule must be approved by the Associate Director of Student and Alumni Relations. HAs will submit a duty log in PeopleSoft each night they are on duty after their last set of rounds.

Attend, participate in, and assist with TCS/Honors Orientation at the start of the year and Clarkson School Commencement at the end of the year. This will require that House Advisors return to campus early in August for the start of the Fall Semester and stay late in April/May for the conclusion of the Spring Semester.

Assist the Associate Director of Student and Alumni Relations during Clarkson School Commencement at the end of the spring semester.

## **II. TERMS OF EMPLOYMENT:**

HAs must be in good academic standing at all times and maintain a cumulative GPA of 3.0 or above and a semesterly GPA of 3.0 or above each semester. Failure to meet this requirement could result in an HA being placed on a probationary status and/or losing his/her appointment to this position.

Involvement in any outside employment or work study job must be approved in advance through the Associate Director of Student and Alumni Relations.

Before assuming a leadership position in any co-curricular activity, the implications and time commitment must be discussed with the Associate Director of Student and Alumni Relations.

HAs must maintain a working cell phone with voicemail.

HAs must reside in the residence hall on each night that students are residing in the residence hall. Any exceptions, including any extended time or weekends away from Clarkson, must be cleared in advance through the Associate Director of Student and Alumni Relations.

HAs are expected to stay through the closing of the residence halls for all vacation periods. Duty will be assigned on a rotational basis where possible. HA coverage is required during Fall Break and February Break; therefore, HAs should not make plans to be away from campus for these breaks until a duty schedule has been determined. HA coverage is also required up until halls close for Thanksgiving Break, Winter Break, and Spring Break. HAs should not make plans for their departure from campus for the breaks until a duty schedule has been determined and HA closing responsibilities have been discussed.

HAs must abide by all University policies and regulations as well as state and federal laws.

Attendance and participation in training programs in August and January is required. Starting dates will be announced in advance by the Associate Director of Student and Alumni Relations. HAs should not make travel plans until training dates have been established.

HAs will conduct and perform other duties incidental to the work described herein and as assigned by TCS administrators.

## **III. REMUNERATION:**

In addition to professional growth and development opportunities coordinated by The Clarkson School & Honors Program, a grant (2016-2017 amount was \$14,468) covering the amount of room and board will be credited to HAs' PeopleSoft student accounts. This amount will be adjusted based on rates for the 2017-2018 academic year.



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- 6) Interview (for selected candidates)

**Please include your résumé and personal statement with this application. All applications must be submitted by 4:30pm on Monday, February 6, 2017.**

I will be available to return to campus to begin an HA position on Friday, August 18, 2017:  Yes /  No

I understand that I may also be asked to return to campus early from Winter Break in January for training and I will be willing and able to make this early return: Yes / No

Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Box #: \_\_\_\_\_

Email: \_\_\_\_\_ Expected Graduation Year: \_\_\_\_\_ GPA: \_\_\_\_\_

Major(s)/Minor: \_\_\_\_\_

**RELEVANT EMPLOYMENT HISTORY (PLEASE ALSO INCLUDE A COMPLETE RÉSUMÉ):**

Position	Employer	Dates of Employment

**EXTRA-CURRICULAR ACTIVITIES AT CLARKSON, INCLUDING COMMUNITY SERVICE:**

Activity	Dates Involved	Hours Per Week

**LEADERSHIP POSITIONS HELD SINCE ENROLLING AT CLARKSON UNIVERSITY:**

Leadership Role	Dates Involved	Description of Responsibilities

**INTERESTS/HOBBIES:**

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**SPECIAL SKILLS/TRAINING:**

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**IF YOU ARE SELECTED FOR AN INTERVIEW, WHAT DAYS AND TIMES ARE BEST FOR YOU TO MEET WITH THE SELECTION COMMITTEE?**

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I affirm that I have read the House Advisor Position Description and understand the requirements of this position. I also affirm that all information provided above is truthful and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**THE CLARKSON SCHOOL & HONORS PROGRAM  
2017-2018 HOUSE ADVISOR RECOMMENDATION FORM**



***-CONFIDENTIAL-***

**Directions to the Applicant:** Please provide your name in the space provided below and then indicate whether or not you waive your right to have access to the recommendation.

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

In accordance with the Family Rights and Privacy Act of 1974 (as amended), I have:

\_\_\_ *waived* the right to access this recommendation.

\_\_\_ *not waived* the right to have access to this recommendation.

Applicant's Signature: \_\_\_\_\_

**To the Reference Provider:** This recommendation form is one page (front and back). Please complete all sections below and on back of page and then return the form to The Clarkson School/Honors Program office at the address provided below by no later than **Monday, February 6, 2017**.

**Return to:** Kathleen O'Leary – Clarkson School & Honors Program  
Box 5650

**Recommender's Name:** \_\_\_\_\_

For how long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

The student named above has applied for the position of House Advisor for The Clarkson School & Honors Program. The Clarkson School is a residential program for accelerated students who enter college one year early, and we seek to support our students with more structure than a typical college program might afford. Our housing also encompasses academically focused students who are members of the Clarkson University Honors Program (first-year students and some sophomores). House Advisors play a critical role in creating a sense of community and providing the necessary supervision to maximize our students' academic success and social development. Your appraisal of this applicant will greatly help us in filling these positions.

Please rate the applicant, to the best of your ability, in the following categories. Circle the most appropriate response for each category. If you have no basis for judgment in a category, simply leave it blank.

<b>Maturity</b>	Below Average	Average	Good	Excellent
<b>Motivation</b>	Below Average	Average	Good	Excellent
<b>Self-discipline</b>	Below Average	Average	Good	Excellent
<b>Leadership</b>	Below Average	Average	Good	Excellent
<b>Energy and Initiative</b>	Below Average	Average	Good	Excellent
<b>Acceptance of Others</b>	Below Average	Average	Good	Excellent
<b>Warmth of Personality</b>	Below Average	Average	Good	Excellent
<b>Team Player</b>	Below Average	Average	Good	Excellent
<b>Communication Ability</b>	Below Average	Average	Good	Excellent
<b>Interpersonal Skills</b>	Below Average	Average	Good	Excellent

**Overall Recommendation:** (circle one and please provide additional comments as needed)

Highly Recommend      Recommend      Recommend with Reservations      Do Not Recommend

Comments:

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**Overall Recommendation:** (circle one and please provide additional comments as needed)

Highly Recommend      Recommend      Recommend with Reservations      Do Not Recommend

Comments:

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