

Hall Council Advisor (HCA)

Residence Life Office

Cornell College

One-Course-At-A-Time

Status: Student Employment
Department: Residence Life Division: Student Affairs
Reports To: Assistant or Associate Director of Residence Life

Position Summary

The Hall Council Advisor at Cornell lives in the residence hall and serves as a leader, advisor, and resource person for students. The Hall Council Advisor (HCA) is directly responsible to the Assistant/Associate Director (AD), and advises the Hall Council. An HCA works to fulfill the Residence Life mission, which is to augment, supplement and complement the academic mission of the College and to focus on and to enhance the development of citizens through the out-of-class learning experience. While specific responsibilities are listed below, the HCA position varies from hall to hall. Adaptability and flexibility in completing position requirements are critical for success in this position. The position requires being a representative of the college and a representative of student issues in the hall and across campus. The position is an outstanding leadership opportunity.

Principal Duties and Responsibilities

Student Focus

1. Knows and interacts with all students in the hall.
2. Works with hall council members, peer advocates, and residence life staff to resolve hall issues.
3. Assists students with academic, personal and social concerns, making timely referrals as necessary.
4. Creates an environment in which the needs and concerns of diverse populations of students are appreciated.
5. Promotes an environment that is conducive to academic and social development

Departmental Focus

1. Shares the responsibility for the recruitment, selection, training, assessment, development of all Hall Council constituents
2. Communicates and promotes the mission and policies of the Residence Life Office, Division of Student Affairs, and Cornell College.
3. Attends regular advisor meetings.
4. Knows and abides by all rules, regulations, and policies of the residence halls and of Cornell (including *The Compass*, the Residence Life Handbook, and the Residence Hall Agreement).

Administrative Focus

1. Shares confidential information with professional staff as necessary.
2. Other duties as assigned by the Residence Life Office.
3. Facilitates bi/weekly executive board meetings.
4. Facilitates one on ones with executive board members.
5. Maintain hall funds in conjunction with the Assistant/Associate Director of Residence Life

Qualifications

1. Preference will be given to those applicants who have at least one year of residence hall leadership experience.
2. Achieved sophomore status or the equivalence of two semesters of academic work.
3. A cumulative 2.5 GPA must be achieved and maintained while employed as a HCA.
4. HCAs are not permitted to student teach or participate in off campus internships during first block.
5. Being away from campus for more than one block is strongly discouraged.

Skills, Knowledge and Abilities

Ability to influence, motivate and educate others. Good judgment, knowledge of self, problem solving skills, understanding of residents, time management, flexibility, good communications skills and a sense of humor. Ability to communicate effectively with students, faculty, staff and parents are imperative.