First Year Advisor (FRAD)

Under the supervision of the Assistant Director (AD) and the guidance of the FRAD Program Assistant (FPA), the First Year Advisor (FRAD) has general responsibility for serving as a peer mentor, assisting residents in their academic and personal adjustment to the University, connecting residents to campus resources and opportunities, and supporting the Furman Code of Conduct and Housing and Residence Life policies and procedures.

Housing and Residence Life has high expectations for students who serve in student staff positions. It is expected that academic commitments come first. Because of the degree of leadership and responsibility afforded by this role, the FRAD position should be the principle non-academic activity and extracurricular activities should not conflict with the time needed to perform effectively as a FRAD throughout the entire year.

Minimum Qualifications and Position Requirements

- A minimum cumulative GPA of 2.7 is required to serve in this position. Must maintain a 2.7 cumulative GPA throughout employment.
- Have a positive financial, academic, and student conduct status with Housing and Residence Life and Furman University.
- Be available from 5:30-7 p.m. each Tuesday evening of the semester for in-service and staff meetings.
- Be able to commit 20 hours/week to the role. Some of the time will be scheduled staff meetings and shifts. The bulk of the time (10-15 hours) will be spent being available and visible in the assigned community.
- Must reside in an on-campus room designated by Housing and Residence Life.
- Actively participate in online professional development activities over the summer.
- Follow the Statement of Ethical Standards for Housing and Residence Life Staff and meet the responsibilities outlined in the FRAD Agreement.
- Return to campus early each semester to participate in training.
  - New FRAD Staff – must return on August 15, training begins August 16, 2018
  - Returning FRAD Staff – must return August 16, training begins August 17, 2018
- Attend Staff Mixer and Orientation on April 8, 2018 from 3:00 – 5:00 P.M.

Terms of Employment

- Term of employment is August 16, 2018 – Spring 2019 halls closing.
- Rehire for another term of employment is based on past work performance and meeting job qualifications and responsibilities.
- Will not student teach during term of employment.

Remuneration and Benefits

- $1,500 for the academic year
- Housing discount of $1600 per semester

Responsibilities

Peer Mentor

- Complete two intentional conversations with every resident per semester following the First Year Peer Mentoring Model.
- Provide support and act as an academic and campus resource for 16-50 residents.
- Create an inclusive and welcoming environment for all students.
- Establish positive relationships and build a rapport with all residents and show genuine interest in them.
- Participate, be engaged, and be visible in the community.
- Be available to residents on the hall.
- Be aware of student needs and provide appropriate consultation and referral.
- Role model positive personal, academic, and job-related behaviors.
- Communicate professionally and appropriately with all residents, prospective residents, and Furman staff/faculty as a Housing and Residence Life representative.
- Support residents through Success @ Furman notifications to administrators.
- Attend all O-Week events with your residents.
- Serve as liaison between residents and other institutional areas (i.e. Counseling Center, Division of Student Life, University Police, Health Services, and University Chaplain’s Office, etc.) and make referrals to appropriate campus resources as needed.

Community Development
- Complete the FRAD Six Week Challenge requirements as outlined by the Assistant Director to support first year students in their first six weeks at Furman.
- Encourage participation in activities in the hall and around campus.
- Complete additional programming responsibilities outlined in the First Year Peer Mentoring Model.
- Support the Resident Assistant in developing and maintaining a positive hall community.
- Assist in University activities such as orientation, registration, activities fair, Family Weekend, intramurals, and other activities and duties needed in accomplishing the role of the FRAD.

Administration
- Attend regularly scheduled meetings including: monthly one-on-ones with FPA, a one-on-one once a semester with the AD, and bi-weekly staff meetings.
- Check all forms of communication daily and respond in a timely manner. This involves email, OrgSync, GroupMe, etc.
- Use financial resources and other supplies purchased by Housing and Residence Life for activities supporting the departmental mission. Adhere to all University and departmental purchasing guidelines and approval processes.
- Use only the usernames assigned for your use. Give priority to Residence Life-related work when using office computers.
- Complete and submit weekly reports by the communicated deadline.
- Complete and submit appropriate programming forms as necessary.
- Assist the Housing and Residence Life staff with staff selection.
- Share confidential information only with the appropriate people and in the appropriate situations, as warranted by the FRAD position.
- All FRADs are required to have time away approved by the Assistant Director. FRADs are permitted up to five days of time away per month. Time away is not permitted during Staff Training.

Policy Enforcement
- Understand, explain, and support all Furman University and Housing and Residence Life policies.
- Address situations within the community appropriately by notifying the RA staff or professional staff.
- Role model appropriate resident behavior by following all Housing & Residence Life policies, Student Conduct Code, and local, state, and federal laws.
- Role model responsible alcohol use and adhere to the University’s alcohol policy, as published in the student handbook.
- Refrain from responding to job related responsibilities after consuming alcohol or medication that may impair your judgement.
- Notify appropriate professional staff when concerned with student behavior.
- Notify appropriate professional staff immediately if a significant event occurs or an outside agency responds (Furman University Police, Greenville County Police, Travelers Rest Fire Department and/or Paramedics).
Staff Function

- Portray a positive attitude, enthusiasm, and pride for the FRAD position.
- Support Housing and Residence Life and the student staff team.
- Refrain from engaging in romantic and/or sexual relationships with other staff members where there is a supervisory relationship and individuals for whom they are directly responsible.
- Maintain a positive working relationship with supervisors and keep supervisors informed of relevant issues, provide feedback as appropriate, and accept feedback in a professional manner.
- Maintain a positive working relationships with fellow staff members, other Housing and Residence Life staff, and Furman faculty and staff.
- Tactfully discuss concerns with staff members and supervisor and express ideas in a meaningful way to resolve interpersonal conflicts.
- Perform other duties as assigned by the Residence Life staff in support of the goals and objectives of Housing and Residence Life and the Division of Student Life.

Termination & Resignation

I understand that unsatisfactory performance or breach of agreement can lead to termination of my position. If, after appointment, I elect not to assume my duties or find I am unable to perform said duties, I must notify my supervisor immediately in writing that I am resigning from my position.

Agreement

I have read and acknowledge the First Year Advisor Agreement. By signing this agreement, I understand all that is expected and required of me as a First Year Advisor. I also understand I am giving permission to the Department of Housing & Residence Life to access my academic and discipline records and to discuss information relevant to my employment.

I understand that this agreement is subject to the availability of funds and may be canceled if the residence hall(s), or a part thereof, is closed.

I acknowledge and accept that failure to meet the expectations outlined in this agreement may result in probation or termination.

This Agreement may not fully outline all job responsibilities; additional responsibilities will be communicated with me by the Residence Life staff within training and throughout the year.

__________________________
Signature of First Year Advisor

__________________________
Print Name of First Year Advisor

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Signature of Associate Director of Residence Life or Designee

__________________________
Print Name of Associate Director of Residence Life or Designee

Furman Housing and Residence Life
Updated 11/6/2017
Statement of Ethical Standards for Housing and Residence Life Staff

I value and understand my role as an **Advocate**. In order to best fulfill this role, I will:
- Seek to understand peoples from whom I am different;
- Demonstrate behaviors that accept and appreciate all individuals;
- Educate myself on issues impacting residents, fellow team members, and all Furman University students;
- Offer constructive ideas and/or suggestions that promote the needs and/or wants of our community; and
- Confront behaviors that infringe upon the rights of others.

I value and understand my role as a **Community Facilitator**. In order to best fulfill this role, I will:
- Create an inclusive environment that strives to meet the needs of all members;
- Encourage community members to establish healthy relationships among themselves and resolve conflicts;
- Support and implement programs which address community needs;
- Recognize the rights and responsibilities of residents and strive to be educational when administering the Student Conduct Code; and
- Educate myself and others on how an individual impacts the entire community.

I value and understand my role as an **Individual**. In order to best fulfill this role, I will:
- Strive to achieve and maintain balance within all aspects of my life so that I am better able to provide service to our community;
- Share information with the appropriate people about personal relationships (sexual, romantic, friendships or other) that may impact my performance, my decision making and/or place me in a situation where a conflict of interest may exist; and
- Accept and give feedback in a constructive manner to assist in the positive growth of all team members.

I value and understand my role as a **Learner/Educator**. In order to best fulfill this role, I will:
- Seek out teachable moments in my advising, supervision, and student responsibilities;
- Strive to be a lifelong learner;
- Offer educational opportunities that foster growth and development;
- Support others in their learning process;
- Share information only when I am confident of its accuracy; and
- Be open to new perspectives and experience.

I value and understand my role as a **Role Model**. In order to best fulfill this role, I will:
- Represent the Housing and Residence Life and Furman University in a manner that supports our mission;
- Abide by all federal, state, and local laws, and conduct myself in a manner that represents the spirit of these laws;
- Adhere to all university policies and respond appropriately to all violations;
- Create opportunities to serve the communities to which I belong;
- Act in a responsible manner when making decisions that impact the department financially;
- Make decisions that positively impact those affected; and
- Respect privacy by sharing information only in the context of helping and/or enforcing policy.

I value and understand my role as a **Team Member**. In order to best fulfill this role, I will:
- Support the mission of this team in acceptance of individual, departmental, and institutional values;
- Seek opportunities to lead and follow and recognize when to do one or the other;
- Strive to be efficient;
- Provide challenge and support appropriately;
- Work to develop and maintain cooperative relationships with other team members; and
- Participate actively and positively within the community.