

## **GUIDE FOR RESIDENT ADVISOR**

(from *Guide for Officers*, Theta Xi Fraternity)

### **SAMPLE DUTIES OF THE RESIDENT ADVISOR**

- Advises and assists the undergraduate members on an individual basis as requested by any undergraduate member, while maintaining confidentiality.
- Maintains a high level of patience and professionalism when dealing with various individuals throughout the Fraternity (such as Fraternity HQ, Campus Student Affairs, Associate Members, undergraduates and alumni members, etc.).
- The Resident Advisor must be notified, within a reasonable time frame, when he/she is expected to attend a function of the chapter.
- Ensures all undergraduate members are educated on social etiquette.
- Maintains knowledge of all changes in policies at the national, district, and campus level that apply to the chapter.
- Maintains reasonable contact with alumni members and frequently requests their input/viewpoints.
- Works with the Chapter Advisor and each member of the association to ensure the best interests of the chapter are maintained.
- Assists the Chapter Advisor with chapter issues whenever requested by the Chapter Advisor.
- Maintains reasonable contact with the campus Student Affairs office to ensure open communication at all time.
- Works with the kitchen staff to ensure that budgets are not exceeded.
- Supervises full-time and/or part-time employees, typically kitchen staff.
- Encourages high moral tone, involvement in extra-curricular activities, and participation in community/church activities.
- Acquaints self with key alumni members of the chapter and the history and traditions of the chapter and Fraternity.
- Promotes the chapter's genuine goals and objectives while demonstrating commitment to the chapter and its members (AMs, undergraduate actives and alumni).
- Reports unacceptable conduct and other forms of wrong-doing to the chapter president and Advisor. Assists in formulating ideas to prevent such actions in the future.

These duties are presented as recommendations to be considered when crafting a working job description for the position of Resident Advisor. They will provide a base for elaboration and growth dependent on the chapter's growth and needs over time. Naturally, the resident advisor will need to remain highly informed on all dates and times of functions that he/she is responsible for attending and/or preparing the facilities. The resident advisor must have the necessary desire, devotion and knowledge to serve in this capacity.

The following are options to consider as employment criteria for the position of Resident Advisor:

- Desire and commitment to serve the Chapter
- Bachelor's degree, Greek experience
- Age 25 or older, definitely not a peer of undergraduate members
- Previous resident advisor experience