

## Advisor to the Housing Unification Board

### Position Summary:

The Graduate Assistant for The HUB will serve as the lead advisor for the organization. The HUB is charged with representing all on-campus students (over 3,000 students) to the office of Residence Life and Student Housing.

The HUB is focused on supporting the Residential Commons when appropriate, programming for on-campus students and serving as an advocate for residential and affiliated students. The HUB has three values, promoting leadership opportunities, building community, and growing all students. These students are typically classified as sophomores -seniors. The HUB's mission is to support SMU residential communities in the development and enhancement of initiatives and traditions. HUB will focus on:

- Leadership Opportunities for students living on campus
- Community Collaboration through friendly competition and networking
- Recognition of accomplishments of residential community members
- Advocacy for students living on campus, as well as student staff members
- Providing financial support for communities to enhance their community experience through events or community aesthetic improvements.

### Duties and Responsibilities:

This position will advise members of the executive board, as well as serve on the advisory team to the executive director.

- Projects may include benchmarking, budget management, Commons Cup planning, and retreat facilitation. Throughout the year, the HUB GA will have the following duties:
  - **Commons Cup Handbook** –the Commons Cup Handbook outlines how the commons cup operates throughout the year. Including rules, point tracking, and best practices. This handbook is shared with students and staff to ensure the campus community is informed of the Commons Cup.
  - **End of Year report** –Each year the Upper Division Housing RCD must write an End of Year report that details the workings of the HUB for the previous year. This report recaps the years challenges, opportunities, student leaders, and programs to ensure they are continually improved. The GA for the HUB will contribute with their projects of ownership.
  - **Retreat implementation** –the GA for the HUB is responsible for planning, executing, and assessing a Fall and Spring retreat for HUB members. The retreat will focus on team building, leadership development, mission clarification, and other areas identified by the student executive board.
  - **Serve on-call** –as part of the residence life team, the HUB GA will serve as part of the professional duty rotation where they respond to student crisis and facility emergencies. On call lasts a week at a time, roughly once per semester.

- **Advising** –Advising this organization requires a growing knowledge of leadership and student development theory and a passion for working with highly motivated student leaders.  
Serving as the primary advisor for all nine members of the HUB. Directly advising three members. Opportunity for expanded advisory responsibilities does exist. Challenging the Executive board to think broadly in one on one and group meetings to ensure the organization is acting in the best interest of the on-campus population.  
Hold one on one meetings with those who they directly supervise to ensure the organization is progressing and the student is growing in their leadership capacity. Attend weekly executive board meetings.  
Work with RCD advisors to advise the Executive director by attending weekly 1:1 meetings
- **Leadership development** -The HUB GA is responsible for designing and implementing a yearlong leadership development curriculum to grow the leadership ability of all nine students.
- **Programming** --working with the Community Collaborations position, the GA will implement the Commons cup, a yearlong competition among the 11 residential commons that regularly has the participation of roughly 100-150 students per event.  
Oversee the Commons Cup, a yearlong program consisting of different programs where each common earn points towards the commons cup trophy.
- **Budget management** –through the Financial Appropriations position, the GA will monitor an organizational budget of \$100,000 and a Hall improvement budget of \$50,000.  
This position will also work alongside the housing funding board to allocate money. The housing funding board is comprised of thirteen representatives from the RCs and UDH who vote on all funding proposals. The Advisor works with this group on judiciary responsibility and ethical voting practices to ensure quality across campus. Outreach –Through the Marketing position, the GA will increase the HUBs name on campus through newsletters and other forms of social media. The advisor will challenge this position to execute new and unique ways to market the organization to on-campus residents.

**Preferred qualifications:** Experience working in residence life and/or student housing. Experience with RHA or NRHH or other applicable student government experience.