

Remote Student Advisor (RSA) Position Description

Application Deadline: February 1, 2021

Weekly commitment: 10-12 hours

Below are the main functions of the RSA position:

Relationship Building The main objective of the RSA is to be a friendly point of contact for Hamilton students studying remotely.

- Build a relationship with assigned students via text, phone calls, zoom, and/or other creative methods with the goal of keeping students engaged with the Hamilton community
 - RSAs will aim to have casual check ins with each student once per week (texting a few times, emailing back and forth, communicating in groupme, etc)
 - RSAs will aim to have a personalized check in with each student bi-weekly (via phone call, zoom, or other methods proposed by RSA)
- Provide opportunities for remote students to connect with each other, campus resources/events, and students residing on campus
 - Be creative in programming to provide an outlet for socializing among assigned remote students; ask students for their input in programming opportunities
 - Minimum number of programs to be determined based on hire date. RSAs should aim to have individual contact with advisees every other week and a group meeting, activity or program every week. Funding for program ideas provided at the discretion of supervisor
- RSAs will be sensitive and creative in their approach to make sure all advisees, taking into account each student's circumstances, are able to participate and benefit from opportunities provided by this position.

Safety and Wellbeing As a regular contact to remote students, RSAs will be familiar with campus resources and referring students to appropriate staff and offices.

- RSAs will serve as a private, non-confidential resource for their advisees and will report concerns as appropriate to their supervisor
- RSAs will promote and role-model positive student attributes such as time management, academic focus, self-care, and respectful communication

Administrative Responsibilities

- Submitting detailed weekly reports regarding the wellbeing of the assigned remote student community

Recurring Time Commitments (Schedule TBD):

- Weekly staff meetings with supervisor and RSA team
- Individual check-ins as needed
- Check emails daily, respond in a timely manner

Qualifications

- The desire to work as part of a team to support remote Hamilton students
- Ability to prioritize appropriately and demonstrate time management skills
- Willingness to develop leadership abilities and build relationships across difference to create a safe and healthy community
- Interest in and ability to build relationships with peers while maintaining boundaries
- A sense of humor and creativity
- Flexibility and a solutions-oriented attitude
- Minimum cumulative GPA of 2.5
- Be in good conduct and honor code standing

Conditions of Employment for a Remote Student Advisor

- Must be a full-time student at Hamilton College.
- May be currently residing on campus, or studying remotely
- Remain in good conduct standing

Remuneration: \$13.75 per hour for up to 12 hours per week

Termination: This appointment is subject to probation and/or termination if you fail to uphold the expectations and requirements outlined in the RSA description or assigned by your supervisor.