

**CSPA Graduate Assistantship  
Position Description 2008-2009  
1 position available**

- Title:**                   **Housing Officer  
Office of Residence Life  
Graduate Position  
Canisius College**
- Report To:**           Matthew Mulville  
Associate Dean of Students/Director of Residence Life  
Office of Residence Life  
2001 Main Street  
Buffalo, NY 14208  
Phone:(716) 888-8300  
Fax: (716) 888-8320
- Compensation:**      Tuition: 80% Tuition waiver of the cost of program  
Housing:  Furnished apartment/Room  
Meals:  \$1500 meal plan per academic year  
Stipend: \$1000 per academic year  
Benefits:  Health Insurance (If Needed)
- Qualifications:**    Bachelor's degree and enrollment in CSPA program at Canisius College;  
organizational skills; strong interpersonal and communication skills;  
teamwork orientation; understanding of student development theories.
- Terms:**               Starting date begins July 29, 2008 – May 22, 2009.  The Housing Officer  
position is multi-faceted in meeting the co-curricular needs of a diverse  
population.  This position is a live-in role requiring extensive training,  
evening work, and weekend time commitments.  It is expected that the  
Housing Officer serve in an "on-call" capacity.

**DUTIES AND RESPONSIBILITIES:**

***General:***

1.    Maintain 25 scheduled office hours per week
2.    Supervise, coordinate and attend all designated hall openings and closings
3.    Assist in coordinating housing assignments, withdrawals and room changes under the supervision of the Assistant Director
4.    Serve as Co-Chair on the Housing Selection Committee and the Alcohol Education Committee
5.    Coordinate and implement fire drills and residence hall inspections each semester
6.    Assist with weekly maintenance/housekeeping residence hall tours
7.    Organize and execute the GOTCHA theft prevention program
8.    Assist in redesigning the college's damage system including coordinating early checkouts
9.    Serve as a roommate conflict mediator and assist in mediations
10.  Adjudicate all web based copyright infringements
11.  Assist with residence life's capitol repairs and projects for upcoming year
12.  Update, improve and maintain Residence Life, CSPA and Parent web pages
13.  Attend at least 12 community builders per semester plus each all staff program as website photographer
14.  Communicate regularly with all Associate and Assistant Directors about areas of responsibility

***Community Development***

1. Get to know students individually by being available and accessible
2. Coordinate and distribute monthly neighborhood newsletter
3. Continue to develop and update the off campus living web page
4. Develop and maintain a list of where students are living in the neighborhood
5. Produce social and educational programs for students (i.e. Fire Safety, Tenant Rights, Alcohol/Drug Prevention, Safety/Theft Prevention)
6. Organize and implement substance-free off campus parties
7. Assist in college wide programs

***Disciplinary Responsibilities/Crisis Intervention:***

1. Respond to emergency and crisis situations in conjunction with other campus offices: Public Safety, Counseling Center, and Student Health
2. Meet with students regarding policy violations as directed by the Assistant Director
3. Maintain appropriate records of incidents and adjudication
4. Follow up on assigned sanctions
5. Perform data entry into campus discipline database

***Other:***

1. Attend weekly department meetings with entire office staff
2. Perform "on-call" responsibilities as per rotations and carry cell phone
3. Develop and implement Friday and Saturday late night programs
4. Other duties and responsibilities as assigned