Suite Advisor Position Description

The Suite Advisor (SA) is a live-in, paraprofessional staff member of the Office of Housing and Residence Life. He/she is responsible for the safety and security of the suite community as well as administrative tasks for multiple aspects of the community. The SA will assume responsibility for a specific building within the East Campus Suites (ECS) complex. Responsibilities include, but are not limited to, providing duty coverage for the ECS both when classes are in session as well as during traditional campus breaks, assistance in the administrative operations of the residence hall to be carried out under the supervision of the Hall Director, and creating an inclusive community through intentional programming focusing on professional and social development. The SA is expected to work well in an autonomous environment and be self-motivated to hold him/herself and his/her peers accountable. Additionally, he/she has the opportunity to work up to 20 hours per week at another on-campus job. The Office of Housing and Residence Life looks for candidates who will role model and promote the University’s mission and vision. This is a 10 month position, running from August to May, with an option of applying to work from May to August. Applicants may not be enrolled in internships, clinical or practicum experiences, participate in student teaching, be enrolled in the police academy, or have any academic commitments which take them off campus for significant amounts of time while employed as an SA.