



House Leader (HL) Position Description – 2010-2011

ACADEMIC ADVISING CENTER
NORTHERN ILLINOIS UNIVERSITY

House Leader (HL) Position Description – 2010-2011 ACADEMIC ADVISING CENTER NORTHERN ILLINOIS UNIVERSITY

The Academic Advising Center is looking for motivated students interested in supporting the academic success of first-year students to serve as House Leaders for the 2010-2011 academic year.

OVERVIEW OF POSITION: The House Leader (HL) is a student employee trained to work with students through the Academic Advising Center (AAC) in the residence halls to provide assistance for students with choosing majors, course scheduling, academic outreach, and other administrative support. The HL is mainly responsible for coordinating academic programming focused on major selection, confirmation, and providing resource and referral services in a primarily first-year residence hall. House Leaders report directly to the AAC.

MAJOR RESPONSIBILITIES AND DUTIES:

- ⌚ In the Academic Advising Center, assist with student traffic and questions (peak times being registration periods and the first week of the semester), work on office projects, and handle normal administrative duties;
- ⌚ Coordinate and develop Learning Experiences specifically designed to assist students with their major selection/confirmation process in concert with the Academic Advising Center;
- ⌚ Participate in weekly HL staff meetings and training sessions as required;
- ⌚ Establish strong relationships with the Grant Area Residential Life Staff; an Exploring Majors House Leader is expected to proactively work with his/her CA in developing floor community;
- ⌚ Create Informational Bulletin Boards monthly highlighting academic issues, deadlines, and relevant resources;
- ⌚ Assist with the development of informational newsletters;
- ⌚ Make referrals to appropriate offices on campus;
- ⌚ Submit weekly activity report to the AAC;
- ⌚ Adhere to all House expectations, community standards and university policies;
- ⌚ Perform other duties as assigned.

ACADEMIC ADVISING CENTER MISSION:

The Academic Advising Center provides a variety of services to help students achieve their personal, academic, and career goals at Northern Illinois University. We advise students as they develop meaningful academic plans compatible with their educational and life goals. Our academic advising focus is on undecided students, students seeking alternative majors, first-year students, and students reassessing their current academic situation. Finally, we support the distinct nature of advising within the colleges and academic departments at NIU.

EXPLORING MAJORS HOUSE MISSION STATEMENT:

The mission of the Exploring Majors House is to foster a supportive and challenging learning community by providing students with opportunities to create positive relationships; engage in the major exploration process; and better understand their own interests, strengths, and abilities which in turn facilitate their social and intellectual development.

QUALIFICATIONS:

Required	Preferred
<ul style="list-style-type: none">• Full-time NIU student with 12 NIU credit hours completed upon date of application and 24 NIU credit hours to be completed by the end of the spring 2010 term.• Cumulative NIU GPA of 2.50.• In good standing with the NIU Judicial Office & successfully completion of a criminal background check.• Eligible to work up to 10 hours per week for the 2010-2011 academic year.• Commitment to diversity and community development.• Student organization involvement.	<ul style="list-style-type: none">• Experience in a teaching, tutoring, supervisory, customer service, or community setting• Cumulative NIU GPA of 2.75.• Peer leadership experience.• Computer literacy, including work with word processing and desktop publishing in a Windows environment.• Previous Exploring Majors House Resident or Academic Advising Center student.

REMUNERATION AND BENEFITS:

This is a live-in position in the Grant area. A room waiver in the Grant Complex for the academic year will be provided. This is ONLY a room waiver, not a room and board waiver. Meal plans and other fees are not covered by the waiver. Additionally, students will be paid \$8.00 per hour for up to ten hours weekly in the Academic Advising Center.

PRIORITY DEADLINE:

Applications accepted until position is filled. Applications received by 4:30 pm on **Friday, January 15, 2010**, will be given priority consideration.

HL APPLICATION CHECKLIST:

- ⌚ HL application
- ⌚ Copy of most recent grade report (obtained through MyNIU)
- ⌚ Resume including a list of involvements & activities
- ⌚ Brief Essay
- ⌚ Two completed reference forms

COMPLETED APPLICATION SHOULD BE TURNED IN TO:

Danielle Garcia or Aja Humphreys, Graduate Assistants, Academic Advising Center Building Room 107.

INTERVIEWS WILL BEGIN THE WEEK OF JANUARY 25TH WITH STAFF FROM THE ACADEMIC ADVISING CENTER. QUALIFIED APPLICANTS WILL BE CONTACTED ONE WEEK PRIOR TO SCHEDULE INTERVIEWS.

IN ADDITION TO THIS APPLICATION FORM, YOU MUST SUBMIT:

1. A COPY OF YOUR MOST RECENT GRADE REPORT (OBTAINED THROUGH MYNIU)

Cumulative Grade Point Average _____ Number of hours you are currently enrolled _____

2. AN UPDATED COPY OF YOUR RESUME INCLUDING LIST OF INVOLVEMENTS & ACTIVITIES

3. YOUR THOUGHTS

On a separate sheet paper, explain why you want to become a House Leader (limit response to no more than 250 words total). Please include personal and academic experiences and qualities that you believe qualify you for the position.

4. TWO REFERENCE FORMS

In order for your application to be eligible for full consideration, please submit two (2) references who can speak to your ability to perform in the House Leader position. Reference forms must be submitted from both references listed below. **References cannot be from undergraduate students and should preferably be an NIU faculty or staff member.**

PLEASE LIST TWO REFERENCES:

Reference One:

Name: _____ Title: _____

Dept. or Office: _____

Telephone: _____ E-mail: _____

Relationship: _____

Reference Two:

Name: _____ Title: _____

Dept. or Office: _____

Telephone: _____ E-mail: _____

Relationship: _____

Pursuant to the Family Education Rights and Privacy Act of 1974, the signature and date below authorize the Academic Advising Center/Housing and Dining to certify through the Office of Registration and Records, that I have earned the required grade point average employment as a House Leader at Northern Illinois University. I also attest to the accuracy of all of the information requested.

Signature: _____ **Date:** _____

For questions contact Danielle or Aja at 815-753-2573 or e-mail emh@niu.edu

Applications received by 4:30 pm on **Friday, January 15th, 2010**, will be given priority consideration.

House Leader Application
Attn: Danielle Garcia or Aja Humphreys
Graduate Assistants
Academic Advising Center
Academic Advising Center Building Room 107
Phone: 815-753-2573 E-mail: emh@niu.edu

House Leader Applicant Reference
Exploring Majors House, Academic Advising Center
Northern Illinois University

Section to be completed by applicant prior to distribution to reference.

Applicant (please print) :

First Name Last Name

Optional waiver:

I voluntarily waive my right of access to this recommendation under Public Law 93-380 and the regulations promulgated thereunder, so that these records may be kept confidential.

Signature of applicant _____ **Date**

If this waiver is not signed, Public Law 93-380 provides the applicant with the option to inspect this recommendation.

To be completed by reference: Include additional comments on back as necessary

How long have you known the applicant: _____ In what capacity:

Reference Form

Skills and Experiences (Include concrete comments and examples.)

Applicant's ability to build rapport with others _____

Openness to diverse populations and ability to role model this behavior for others _____

Applicant's ability to function as a peer leader and/or plan activities _____

Ability to manage time and perform administrative tasks _____

Describe applicant's involvement in hall/university activities _____

Maturity and respect for university policies and regulations _____

List applicant's strengths _____

List applicant's areas of improvement _____

I **Do recommend** **Do not Recommend** the applicant for an Exploring Majors House Leader position at Northern Illinois University **Recommend with reservations** (Note reservation)

_____ **Reference name (please print)** _____

Phone _____

Reference signature _____

Date _____

**Return this reference to: Attention Steve Barleen,
Academic Advising Center (located between the library and the parking deck) DeKalb, IL 60115**

Additional Comments