

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Housing Advisor

This position is the primary support person for the chapter's housing chairman or housing board. The housing advisor encourages the use of the housing code of conduct and housing contracts within the chapter. This advisor will work with the social responsibility and membership commitment advisors to promote the understanding of social and national policies. The housing advisor provides knowledge of facility policies, university policies (if applicable), food services (if applicable) and the management of the facility's general operations. The housing advisor also connects the chapter to region and national resources.

Time Commitment: Approximately 4 hours per week, varying throughout the academic year
Attend all housing board meetings
Participate in at least two advisory board meetings per semester
Participate in national training programs

Highlight of Responsibilities:

Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter.

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.

Collegiate Chapter Support

- ◆ Assist the chapter in following the housing code of conduct and contract.
- ◆ Work with the standards chairman and standards board to help the chapter uphold the chapter commitments.
- ◆ Work with the collegiate housing chairman or vice president of programming & ritual to educate chapter members on the importance of the housing emergency procedures and contract obligations.

Property Management

- ◆ Correspond with the chapter's property insurance program and/or the institutional property management company.
- ◆ Attend housing corporation board meetings.

Region/National Volunteers and Staff

- ◆ Supply the organization with information, knowledge and insight gained through experience with property management.

Interaction with Others: In-person and virtual; The housing advisor works directly with the housing chairman and/or housing board of the chapter. The housing advisor will work with the social responsibility, membership commitment and finance advisors in regards to housing issues and will keep the chapter advisor informed about contract conflicts.

Skills and Technology: The housing advisor will know how to use email, Microsoft Word and Microsoft Excel as well as have daily access to all three. The advisory board member is also expected to use all online chapter management tools including the Officer Portal and MyΑΣΑ.

Professional Skills Gained through this Position: facility maintenance, public relations, responsibility, professionalism, organization, communication, facilitation

Required Training: Behind Happy Faces: Advisor Resource Series, onboard training by advisory board liaison

Additional Training: Online training videos on MyΑΣΑ

Financial Commitment: Support annual alumnae dues program, contribute to the ΑΣΑ Foundation annually and additional costs for the national convention & leadership conference if in attendance.

National Convention Vote: One advisor per chapter will have a vote at the national convention & leadership conference. The chapter and advisory board will collaborate to determine the advisor representative. It is recommended that the chapter cover the costs for the advisor's attendance.

Term of Placement: Placements are at the request of the chapter and continue until the chapter removes the advisor or the advisor resigns.