

HALL HOST

Purpose/Qualifications/Position Description

Office of University Housing- Western Oregon University

PURPOSE

The purpose of the Hall Host position is to provide prospective students and their families the opportunity to meet a current on-campus student, learn about on-campus living, and view rooms in first-year residence halls through daily tours. Additionally, the Hall Host will assist with on-campus recruitment programs throughout the year (i.e. on-campus visitations, Preview Day, Saturday tours, etc.).

QUALIFICATIONS

- Traditional first-year student (graduate high school 2019)
- Good academic standing
- Strong high school leadership experience
- No continuing record of disciplinary action

Duties

1. Attend all training sessions, group meetings, and individual term meetings for Hall Hosts.
2. Be available during designated tour times to show room/hall areas and provide information about on-campus living (**Monday-Friday from 2:00-2:45 pm and 3:00-3:45 pm**). Tours will be of the entire residential complex. Each Hall Host will be assigned one day out the week and will be responsible for giving tours during the scheduled tour times, where they will show the Hall Host rooms.
3. Keep rooms presentable at all times in a “typical” living arrangement.
4. Assist with On-Campus Recruitment programs as needed (Preview Days), including weekend events.
5. Assist with Special VIP tours as needed.
6. Provide on-going evaluation of the Hall Host program during regularly scheduled Hall Host meetings and on an as-needed basis.
7. Lead at least three Saturday tours throughout the school year.
8. Assume other duties related to the position as assigned.

Conduct/Discipline

1. Become familiar with all university policies (as outlined in the Guide to Residential Living and the Code of Student Responsibility).
2. Follow all university and department policies and model appropriate behavior relative to conduct.
3. Appropriately define policies and procedures when requested by prospective students.

Personal and Academic Balance

1. Take no more than 16 academic credit hours per term unless the Hall Host Supervisor gives approval and maintain a cumulative grade point average of at least 2.25 while serving as a Hall Host.
2. Communicate appropriately with the Hall Host Supervisor when questions, concerns, and issues arise relative to the Hall Host position.
3. Be sure to delegate appropriate amounts of time to coursework and personal needs.
4. Inform the Hall Host Supervisor when dealing with imbalance in position as a Hall Host.

COMPENSATION

- Double room provided as a single in Heritage, Ackerman, or Landers.
- Approximately 30% room credit per term (at standard occupancy rate), applied to the student’s account.

HALL HOST TIMELINE PROCESS:

Friday, April 5th, 2019: Applications available

Friday, May 3rd, 2019: Applications and video due to the Office of University Housing by 5pm

Monday, May 6th

Friday, May 17th, 2019: Application screening & selection of applicants for interviews

Monday, May 20th

Friday, May 31st, 2019: Interviews (via Skype or phone)

Friday, June 7th, 2019: Appointment of Hall Hosts

New Student Week 2019: Hall Host training