

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 Days, Saturday tours, etc.).

QUALIFICATIONS

- Traditional first-year student (graduate high school 2021)
- Good academic standing
- Strong high school leadership experience
- No continuing record of disciplinary action

Duties

1. Attend training session, group meetings, and individual term meetings.
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** [subject to change]). Will be showing two or three residence halls on daily tours (depending on occupancy). We typically hire 5 Hall Hosts, but this upcoming school year we may only hire 2-4 Hall Hosts depending on occupancy. Each Hall Host could be assigned 1-3 days 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. It is mandatory to assist with On-Campus Recruitment events such as, but not limited to, Preview Days and weekend events. If you have class during one of the mandatory events or you are not available, we will need to key into your room to show prospective students and families (staff will always be present and never leave your room unattended).
5. Assist with Special VIP tours as needed.
6. Lead Saturday tours throughout the school year. Sign-up will be provided (could be anywhere from 4-8 Saturday tours for the school year per Hall Host).
7. 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.

COMPENSATION

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

HALL HOST TIMELINE PROCESS:

Wednesday, April 28th, 2021: Applications available

Wednesday, May 19th, 2021: Applications and video due to University Housing by 5pm

Thursday, May 20th -

Friday, May 28th, 2021: Application screening & selection of applicants for interviews

Wednesday, June 2nd -

Friday, June 11th, 2021: Interviews (Zoom)

Friday, June 18th, 2021: Appointment of Hall Hosts

New Student Week 2021: Hall Host training