

Live In Advisor

Job Description and Duties

Summary: The duties and responsibilities below are a general outline and not to be considered inclusive. The Live In Advisor (LIA) shall jointly report to the Mu Chapter Alumni Association, Inc. (“Alumni Corp”) and the Mu Chapter Housing Corporation (“Housing Corp”) and contact the appropriate officer with any questions about the policies, regulations or expectations. Mu Chapter Alumni Association Inc. and the Mu Chapter Housing Corporation may from time to time request other reasonable duties to be performed as the need dictates.

Prerequisites:

- The LIA must be a graduate level student, recent graduate, or local professional; they may not be an undergraduate student. (REQUIRED)
- The LIA should have experience in Greek Organizations, athletic teams, or similar organizations. (PREFERRED)

Compensation and benefits:

- Receives free room and board at 730 University Avenue, Ithaca NY 14850 (“the Premises”)
- 30 hours per week at a New York State minimum wage rate.

Expectations:

- The Live In Advisor (“LIA”) must consistently demonstrate leadership, and exercise prudent judgment in carrying out his duties in order to uphold the standards of conduct required.
- Facilitate and support the elected undergraduate position holders in the execution of their appointed responsibilities and duties.
- The LIA’s personal conduct must demonstrate his constant and even-handed requirement that standards of conduct and behavior are maintained by the brothers.
- The LIA will become familiar and remain familiar with all Cornell University policies, rules, and regulations, including but not limited to the policies of the Office of Sorority and Fraternity Life, the Campus Code of Conduct, and Policy 6.4, and relevant state and local laws and ordinances (collectively, “Community Standards”).
- The LIA is not expected to undertake work outside of the scope of their role or expectations, specifically repair work or typical “handyman” tasks.

Position Responsibilities:

- Time Commitment:
 - Position starts one week before the first day of class and continues through Cornell Reunion Weekend, the second weekend in June.
 - Expected to work approximately 30 hours per week
 - Working time will be tracked using a time tracking system as prescribed by the Alumni. **LIA Monthly reports are due on the 1st of each month with an accounting of hours.**

- Serve as a liaison between Mu Chapter Alumni Association, Inc. (“Alumni Corp”) and Mu Chapter Housing Corporation (“Housing Corp”) and Mu Undergraduate Chapter.
 - Regular email update sent to the Alumni Corp regarding the on goings of the fraternity
 - Immediately report any events that involve any police, fire department, buildings inspectors, etc. or any Cornell administration involvement with brothers or the Chapter.
 - Speak with Alumni Corp as needed, proactively advising of any issues which, in the LIA’s opinion, may involve violations of Community Standards or create a public relations concerns for the Chapter and/or its members.
 - Conduct and submit a report from the monthly, unannounced safety inspection conducted in conjunction with the undergraduate president or vice-president.
 - Attend and actively participate in meetings of the Chapter and their leadership, including but not limited to:
 - Weekly house meetings (generally Sunday afternoon)
 - Meetings of the Chapter Executive Board
 - Meet with and facilitate the work of 3rd party vendors when the responsible undergraduate officer is unavailable or unable to do so.
 - Anticipated hourly allotment against the monthly 120 hours (20-25 hours) – maximum of 5 hours per week with allowances for overages in emergency situations.
- Provide mentorship and guidance to undergraduates
- Provide direct guidance to the Chapter in supervising the duties of the kitchen and cleaning staff hired by the Chapter:
 - Work in conjunction with undergraduate Steward to ensure that kitchen staff are adhering to the terms of their contract and producing food that is nutritious and meets the Chapter’s expectations of the brotherhood by: a) meeting regularly with the Steward and the kitchen staff, and, b) regularly reviewing all hours worked by kitchen staff.
 - Serve as an additional point of contact for the house cleaning staff by:
 - Ensuring that cleaning staff maintain the cleanliness of the public areas of the house up to the standards and expectations of the Alumni and Chapter whichever is higher.
 - Regularly reviewing all hours worked by cleaning staff.
- Supervise Chapter members in ensuring the overall cleanliness and appearance of the Premises:
 - Ensuring that the Chapter to organize house cleanups as needed
 - Work with undergraduate House Manager to ensure that necessary repairs are made to the Premises by an Alumni approved 3rd party vendor including (but not limited to) physical structure of building (i.e. damaged walls), appliances, and furniture.
 - Requiring the Chapter to assign responsibility for damage to the House is attributed to those responsible who should then be directly charged for the cost of repairs not due to ordinary use. The LIA is responsible to advise the Chapter and

Alumni Corp in writing when damages that cannot be specifically attributed to one or more individuals occur.

- Participate by physically being present for the move-in and move-out processes each semester with assistance from undergraduate E-Board. Attend and provide direct support to the Chapter as members move in to the Premises, including (but not limited to) ensuring that all residents have complied with any then-current health and safety guidelines and that all incoming residents have signed Housing Agreements and paid or made payment arrangements for all applicable fees before receiving keys and/or starting their occupancy each semester.
- Serve as consultant on risk for the Chapter:
 - Work to develop and maintain a safety-consciousness working and living environment with employees and Chapter members. Post emergency evacuation procedures.
 - Be familiar with local fire code requirements and other emergency procedures and maintain a list of emergency contacts including the University and city/county police, fire, medical and counseling services in a convenient location
 - Fire safety monthly inspection along with undergraduate fire safety manager
 - Maintain a written log of all safety drills and safety equipment checks. These drills should be done at least once a semester (unless otherwise discussed with the Alumni Corporation)
 - Promptly report to the Alumni Corporation any problems with fire extinguishers, smoke detectors, alarm system or any other security or safety risk, including fire hazards.
 - Ensure that the House Manager promptly reports to the Property Management Company representative any problems with fire extinguishers, smoke detectors, alarm system or any other security or safety risk, including fire hazards.
 - Perform a random, daily walk through of the entire chapter house, including both the interior and exterior of the property to review for any safety or maintenance related needs
 - Review with social chairs and sign ALL event plans presented to Cornell before submission to ensure the Chapter is meeting all Cornell University event management guidelines
 - Illegal and illicit drugs are not allowed on the property at any time
 - Attend each event registered with Cornell to promote the safety and well-being of undergraduates and their guests and to advise the Chapter and the Agent of any event held by the Chapter which does not follow the submitted event plan or which does not follow the Community Standards