

**University of Maine
Division of Student Affairs
Greek Community In-House Advisor Policy**

Description

The In-House Advisor functions as an employee of the respective chapter's housing corporation. This individual is a graduate student, faculty or staff of the University who assists a fraternity or sorority with particular emphasis on housing issues. This individual lives in the chapter facility serving as a role model and providing chapter members with hands-on advice. An In-House Advisor is required for all chapter house facilities.

Requirements

- Must be a current/enrolled graduate student, faculty or staff at the University of Maine
- Must reside in the chapter house during the academic year
- Completion of a formal application process
- Registration with the Greek Life Office

Responsibilities

- Assist in the management and operation of the facility by assisting the housing corporation and chapter officers
- Promote compliance with the policies, rules and regulations with regard to hazing, alcohol, fire safety, and general conduct, procedures, and agreements, as stated and implied by State of Maine, University of Maine, inter/national fraternity or sorority, House Corporations, undergraduate chapter.
- Attend the training's offered by the Greek Life Office when offered during the academic year (*some training's may take place during breaks*).
- Contribute approximately five to ten hours per week to chapter activities. Provide monthly reports to the Greek Life Office and the House Corporation.
- Collaborate with the chapter officers and the Greek Life Office to establish goals/objectives each semester/term.
- Monitor incidents occurring at the chapter facility and report to the House Corporation, the chapter officers and the Greek Life Office.
- Any additional responsibilities as assigned by the House Corporation and/or Greek Life Office

General

Once a qualified In-House Advisor has been selected, he/she should complete the In-House Advisor Information form through the Greek Life Office. These responsibilities are defined in collaboration with the House Corporation and chapter officers. At the conclusion of each term, the House Corporation and undergraduate chapter evaluates the performance of the In-House Advisor. A copy of the evaluation will be filed with the Greek Life Office. Effective House Advisors may be re-appointed, and ineffective House Advisors may be removed by the House Corporation

UPDATED FALL 2008

GREEK AGREEMENT

House Advisors

A House Advisor is an employee of an individual chapter's housing corporation. The person is a graduate student, faculty or staff of the University who assists a fraternity or sorority with particular emphasis on housing issues. This individual lives in the chapter facility serving as a role model and providing chapter members with hands-on advice. Desirable characteristics include demonstrated qualities of student leadership, maturity and breadth of perception, excellent character and a genuine interest in working with students. A house advisor is required.

A House Advisors' primary responsibilities are:

1. Management of the chapter by assisting the Alumni Corporation (or other housing agent) and chapter officers in the operation of the home.
2. Advise the chapter officers on fraternity, scholastic, and personal matters, as well as university policy with regard to hazing, alcohol, fire safety, and general conduct policies, procedures, and agreements.
3. Attend the trainings offered by Student Affairs when offered during the academic year (some trainings may take place during breaks).
4. Contribute approximately five to 10 hours per week to chapter activities including chapter meetings and meals. Meet monthly with the Greek Life Office and the Alumni Corporation.
5. Collaborate with the chapter officers and the Greek Life Office to establish goals/objectives each semester/term. Present a monthly report to the Alumni Corporation and the Greek Life Office.
6. Reside in the chapter house during the academic year.
7. Monitor incidents occurring at the chapter facility and report to the Alumni Corporation, the chapter officers and the Greek Life Office.

Once a qualified House Advisor has been selected, he/she should complete the House Advisor Information form through the Greek Life Office. After the application has been turned in, the House Advisor will develop an action plan to outline his/her specific role (sample attached). These responsibilities are defined in collaboration with the Alumni Corporation and chapter officers. At the conclusion of each term, the Alumni Corporation and undergraduate chapter evaluates the performance of the House Advisor. A copy of the evaluation will be turned in to the Greek Life Office. Effective House Advisors may be re-appointed, and ineffective House Advisors may be removed.

Greek House Advisor Guidelines

Greek Life Office

A resident Greek advisor is a live-in advisor who assists an undergraduate chapter in many areas of chapter operations. Resident Advisors provide chapter members with hands- on advice while serving as role models. In return, a resident scholar receives compensation from the organization and/or may be eligible for free room and board.

Their primary skills and requirements needed are:

- Live in the house while the university is in session to commit considerable time to the advocacy role.
- Skills in assertiveness, leadership, group advising, human relations and management.
- A mature presence.
- Work experience.
- Greek or community living experience.
- To promote the general ideals of Greek living.
- Serve as a resource and create an environment conducive to a member's educational and social development.
- Serve as a liaison to the Greek Life office.
- Support and uphold any and all University and Chapter policies.

Greek Life Representative

Date

Chapter Live-in advisor

Date