

# **DELTA CHI FRATERNITY**

## **Live-In Graduate Housing Advisor (Sample Description)**

The Live-In Graduate Housing Advisor program places graduate students in full-time residence within the chapter house to act as an administrative and programming advisor. His/her responsibilities are defined in cooperation with the chapter house corporation, chapter leadership, alumni advisors, and university administration.

### **General Responsibilities:**

- 1) House management. Assist the house corporation in operation of the chapter house, including kitchen.
- 2) Advising: Advise the undergraduate officers on fraternity, scholastic and personal matters, as well as University/Fraternity policy with regards to hazing, alcohol and general conduct policies.
- 3) Training: Attend a training session in the fall, then one service training session per month as well as individual meetings with the house corporation officers and alumni advisors once a month.
- 4) Time Commitment: Spend approximately 15-20 hours per week on chapter activities including chapter meetings and meals.
- 5) Monthly Report: Must be reported at monthly house corporation and alumni advisors meeting
- 6) Report any activity with potential housing and chapter conduct issues.
- 7) Residence: The Live-In Graduate Housing Advisor is expected to reside in the chapter house during the academic year. Permission for an extension should be secured from the house corporation.
- 8) Additional Duties: May be agreed upon by the house corporation, chapter leadership, alumni advisors and the Live-In Graduate Housing Advisor

### **Qualifications:**

1) The Live-In Graduate Housing Advisor is open to men who hold a bachelor's degree and who have been selected for graduate level study at the \_\_\_\_\_ University/College. Emphasis is on experience, desire for this type of work and past Greek/leadership roles.

2) Desirable characteristics include: demonstrated qualities of student leadership; maturity and breadth of perception; excellent character and a genuine interest in working with students. Experience with house management, financial affairs and personal counseling are especially valuable. Non-Greek individuals with strong experience in these areas will be considered.

### **Remuneration:**

Live-In Graduate Housing Advisors are provided with free private rooms (as available) and board by the chapter, and up to (\_\_\_) credits of tuition remission of graduate school tuition fees by the University. Occasionally, additional remuneration is provided by the house corporation in light of special responsibilities.

**Live-In Graduate Housing Advisor  
Application**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

**Current Address**

\_\_\_\_\_ Phone # \_\_\_\_\_  
Number Street  
\_\_\_\_\_ E-mail \_\_\_\_\_  
City/State/Zip

**Permanent Address**

\_\_\_\_\_ Phone # \_\_\_\_\_  
Number Street  
\_\_\_\_\_ E-mail \_\_\_\_\_  
City/State/Zip

---

*The following information is optional:*

Date of Birth \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Fraternity/Sorority Membership \_\_\_\_\_  
Period of Undergraduate Affiliation \_\_\_\_\_  
What School? \_\_\_\_\_  
Offices Held \_\_\_\_\_

---

**Education**

University/College or other educational institutions attended: (list most recent first)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ major \_\_\_\_\_ degree \_\_\_\_\_ GPA \_\_\_\_\_  
Name/City/State  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ major \_\_\_\_\_ degree \_\_\_\_\_ GPA \_\_\_\_\_  
Name/City/State

**Current Degree Objectives**

\_\_\_\_\_ BA/BS      \_\_\_\_\_ MBA      \_\_\_\_\_ LLD  
\_\_\_\_\_ PHD      \_\_\_\_\_ MA/MS      \_\_\_\_\_ Other \_\_\_\_\_

**Page 2**  
**Application**

Field of Study \_\_\_\_\_

Will you hold a fellowship, assistantship, or T.A. position during the academic year? \_\_\_\_\_

Name and nature of the above \_\_\_\_\_

Current Year in School \_\_\_\_\_ Overall GPA \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_

---

**1) Indicate briefly why you are applying for this position.**

**2) Please describe any relevant/previous housing management or leadership experiences that would make you a successful live-in advisor.**

**3) What would you like to accomplish during your time as a live-in advisor.**

## **Recommendations**

Please list name, position, and address of at least three persons who you know well and can evaluate you on factors such as: communicative ability, intellectual capacity, housing/management experience, creativity, flexibility, accessibility, judgment, dependability, concern for people, etc. (Include at least one member of the faculty or staff where you attended school or worked)

1) \_\_\_\_\_  
Name Position

\_\_\_\_\_

City State Zip Code Phone #

2) \_\_\_\_\_  
Name Position

\_\_\_\_\_

City State Zip Code Phone #

3) \_\_\_\_\_  
Name Position

\_\_\_\_\_

City State Zip Code Phone #

## **Resume**

In addition, please submit a resume with this application. This should reflect your work experience, with employer's names, addresses and telephone numbers, past extra-curricular activities, leadership positions, honors and scholarships, travel experience, if any, and hobbies and interests. Please attach a copy of your college transcripts and a copy of your GMAT/GRE/LSAT or other graduate admissions test scores. All application information can be submitted with the attached, self-addressed envelope.