

***Eligibility Requirements***

- ❖ Enrolled graduate, professional, or upper-class undergraduate (Junior or Senior) standing during the term of employment.
- ❖ Adequate knowledge of student resident community acquired through experience in group living at the University of Wisconsin-Madison or elsewhere.
- ❖ Single student status.
- ❖ Minimum 2.50 cumulative grade point average.
- ❖ Availability from one week prior to Welcome Week through the last day the halls are open at the end of each semester. The halls remain open over the Thanksgiving, part of Winter Recess, and Spring Recess and some House Fellows will be asked to remain on campus.
- ❖ Available to accept position for the entire academic year.
- ❖ Must be in good standing with the University (not on academic or disciplinary probation).
- ❖ Prefer major in agriculture and/or experience or familiarity with Farm and Industry Short Course, but not required.

***Personal and Group Responsibilities in the Hall***

House Fellows will attend and participate in a training and orientation program prior to the beginning of the fall semester, and weekly scheduled staff meetings throughout the year.

House Fellows should know and establish working rapport with all the residents for whom they are responsible. The number of residents varies between 20 to 40. House Fellows are expected to help residents get to know one another in the living group and serve as a source of information about the University and its services.

House Fellows have the responsibility of helping to maintain a house environment where residents respect each other's rights. They are to intervene in and assist in the resolution of interpersonal or inter-group conflicts that may disrupt the normal routine of the house. They serve as advisers to house governments and, wherever possible, participate with residents in social, athletic, and educational activities in both individual and group settings.

House Fellows have various administrative responsibilities throughout the year. They will be assigned one (occasionally two) on-duty days per week, as well as being available in the dorm to residents on a daily basis. On-duty days include being responsible for transient check-ins, collection and processing of daily money received, pick-up and distribution of resident mail.

Other administrative duties include maintaining accurate floor rosters, completing check-in/check-out forms and room transfers, perform duties during fire drills, maintain house bulletin boards - posting all approved materials, and reporting the repair needs of all hall areas to the maintenance staff or dormitory office staff.

House Fellows identify and work with students having social, academic, or health problems. They make referrals to the appropriate University agencies when problems are beyond their levels of competence.

House Fellows are expected to explain, interpret, and enforce rules and regulations in all hall areas. The Dean and Director of Short Course is to be informed of any discipline problems and the House Fellow's action in each case. House Fellows themselves are expected to abide by all University policies and State and Federal laws.

### ***Other Information***

In general, House Fellows may pursue studies in any field, preference will be given to agriculture majors. They may carry a normal course load but are expected not to make other time-consuming commitments. Continued satisfactory academic performance is a condition of employment. A House Fellow's academic standing will be reviewed periodically with the Short Course Dean. Candidates who have a cumulative GPA below 2.50 and/or are on academic probation will not be eligible for appointment or reappointment. Applicants who have not been accepted by the University at the time House Fellow appointments are made cannot be offered positions.

House Fellows are not permitted to hold other employment during their first semester of appointment. House Fellows may not student teach or hold internships. After the first semester, outside employment is discouraged and will not be allowed unless approved in advance by the Dean of Short Course. Requests will be considered in the context of the individual's job performance and the nature of the second position.

House Fellows are appointed for one academic year only. Employment beyond one year is offered only after a thorough performance appraisal.

### ***Remuneration***

Remuneration for the position consists of a single room and food service membership fee valued at \$6,556\*; partial food payment of \$200 (\$100 per semester); plus a cash stipend of \$3,900 paid over the course of the academic year. Total value of remuneration for the academic year is \$10,656.

In conformance with Section 86.9 of Title 45, Code of Federal Regulations, which effectuates Title IX of the Educational Amendments of 1972, and Title VI of the Civil Rights Act of 1964, you are hereby notified that the University of Wisconsin-Madison does not discriminate on the basis of sex, race, or disability with regard to either admissions or employment in the education programs or activities that it operates. Inquiries concerning this policy may be directed to the appropriate campus admitting or employing unit or to the campus Office of Human Resource Development (166 Bascom Hall)

### ***Important Dates***

January 20, 2009 – Priority Application Deadline

Late January, 2009 - Informational Meeting, Jorns Hall Basement (All Applicants), to be scheduled.

Late January, 2009 - Interviews, 116 Agricultural Hall, 1450 Linden Dr., to be scheduled.

February 15, 2009 – Notification of Selection

\* Fee for Food Service Membership and single room rate used is for 2008-2009 academic year. The 2009-10 membership fee has not yet been determined, however, compensation will be adjusted after fee and room rate are set in July 2009.



**Work experience during the past five years:**

*Position*

*Employer*

*Dates*

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**In which extracurricular activities have you been an active participant (include any leadership responsibilities assumed)?**

**Describe the particular skills that you have developed in your previous living, work and leadership experiences that will help you in the House Fellow position:**

**Please feel free to make any other comments relative to your application:**