

## *Live-in Advisor* **Suggested Position Outline**

*The Fraternity and Sorority Community Core Principles* recommends that each fraternity and sorority should have a Live-in Advisor to support the chapter officers in providing a healthy living and learning environment.

The Live-in Advisor will act as a communication link between the undergraduate chapter leadership, the chapter's Faculty Fellow, and the Alumni Board. He/she will assist in the development and enhancement of a positive living experience.

With an understanding and an appreciation for the concept of fraternity and sorority self-governance, the Live-in Advisor should oversee the operation of the facility with student leaders and where applicable, support the cultivation of the intellectual and personal development of the residents.

**In addition, the Live-in Advisor should go forth in the spirit of Cornell's Fraternity and Sorority System Strategic Plan to assist the chapter by:**

- Demonstrating an understanding of the vision, values, and mission statement of the Greek system.
- Demonstrating an understanding of the values and goals of the undergraduate chapter.
- Encouraging the development of the culture of the house as a place for scholarship, leadership, and self-discovery.
- Working with the alumni and undergraduate leadership to encourage the development of appropriate social behavior and actions that are respectful of the individual, the chapter, the fraternity and sorority system, and the Cornell community.
- Being available to support and advise the chapter officers, Executive Committee, and individual members.
- Assisting in the development of a sense of community within the chapter where applicable.
- Being a participant in open communication with fraternity/sorority members, alumni Advisors, the Faculty Fellow, members of the Alumni Board, national representatives, and the Office of Fraternity and Sorority Affairs.
- Respecting and demonstrating discretion about private fraternity/sorority matters.

**Regarding the facility, realizing that student self governance is the hallmark of the Greek experience, the Live-in Advisor should:**

- Oversee the opening and closing of the chapter house prior to the beginning of the first term and at the end of the school year.
- Supervise meal planning and purchasing food/household supplies within the allotted budget.
- Hire, train, and supervise kitchen and housekeeping staff. Keeps accurate records of the working house for all employees.
- Work with the Undergraduate House Manager to report any mechanical failures and needed repairs to the Chapter Advisor/House Corporation President or Office of Fraternity and Sorority Affairs, as appropriate.
- Notify all residents each semester of all safety and emergency procedures and regulations.
- Communicate when necessary with the Alumni Board, chapter officers, and the University about the status of the facility in terms of local, state, and federal codes for health and safety.
- Have a knowledge of maintenance and repair issues of the fraternity/sorority house and a commitment to follow up with the House Manager or other appropriate officer or member.
- Have knowledge of safety and emergency standards and procedures as well as a commitment to assisting the chapter, including the House Manager and the Risk Manager, in supporting the local agencies that govern these standards and procedures.

**The Alumni Board and the chapter should provide to the Live-in Advisor:**

- A furnished study room and separate sleeping room.
- Board through a scheduled meal program.
- Parking.
- A stipend, negotiated by the Live-in Advisor and the Alumni Board/Board Chairman.

**Furthermore, the Alumni Board and the undergraduate chapter will demonstrate:**

- An appreciation and respect for the additional academic or professional commitments of the individual, a respect for the daily time commitment necessary for those commitments, and an avoidance of engaging him/her in the unnecessary, unrelated business of the fraternity while engaged in those academic or professional roles.
- A commitment to avoid any professional conflicts of interest with school or work, and a mutual desire and respect for the Live-in Advisor decision to avoid situations that may present such conflicts.
- A respect of privacy, mutually demonstrated, and an appreciation for the facility as this individual's living environment, as well.