Fraternity House Assistants (FHA) are student staff members responsible for an assigned fraternity house. FHAs are part of the Office of Residence Life staff reporting to the Assistant Director of Residence Life/Advisor to Fraternities and Sororities.

Fraternity House Assistants work with other residence hall and College staff to foster an environment that supports the mission of the Office of Residence Life and furthers the values of their organization. FHAs articulate the philosophy and policies of the Office of Residence Life, the College and the House Corporation to their residents, and in turn, represent the needs of residential students to the administration. The general responsibilities of the Fraternity House Assistant position are:

I. Fraternity House Management
Fraternity House Assistants support the Office of Residence Life and the House Corporation for the fraternity in maintaining an orderly and safe living environment. Responsibilities in this area include:

- Familiarizing self with the administrative functions, policies, and general information contained in the Student Staff Manual, Student Handbook, and, if applicable, the Housing Contract
- Work with the Chapter President to take appropriate action in response to all safety and security concerns, emergencies and/or violations within the fraternity house
- Actively encouraging a respectful and welcoming environment. FHAs facilitate the creation of “community standards” with their brothers

II. Community Building
To support of students' overall success, Fraternity House Assistants strive to establish and maintain an atmosphere within their house that is conducive to study, sleep/rest, and positive interpersonal interactions. Therefore, FHAs must:

- Establish and maintain a positive relationship with students in their facility
- Lead house meetings to discuss happenings and updates
- Advise residents within the limits of their training and capabilities, on personal, academic, and informational issues
- Identify students in need of specialized help and refer them to the appropriate College agency
- Organize and implement programs in support of the COMPASS program that focus on academic/intellectual, social/community building, cultural awareness, and personal development issues designed to assist in the development of the total student.
III. Administrative Responsibilities
Fraternity House Assistants complete various administrative tasks and assist with various office projects throughout the year. These duties include:

- Being in the house each night throughout the year. Occasional overnight absences are permitted but must be approved in advance
- Meeting regularly with their supervisor
- Assisting with opening and check out, occupancy verification, and room selection, as appropriate
- Submitting regular reports, entering and completing paperwork as directed
- Disseminating information to residents on a regular basis
- Being available and responsive to students and College staff via phone, email, and campus mail.

IV. Training
All Fraternity House Assistants participate in a structured and continuous staff training program designed to increase their effectiveness and enhance their personal development. FHAs must return to campus prior to the official opening and remain on campus through the official closing of the fraternity houses each semester. Specific information and dates will be provided at time of appointment and/or as they are scheduled. Staff training includes:

- Spring training – held during the semester hiring decisions are announced
- Fall training – held during the week prior to the start of the fall semester
- In-Service training – offered throughout the year
- Renewal training – held the weekend prior to the start of the spring semester
- Staff development training - monthly

V. Eligibility Requirements

- Must be registered as a full-time student at Lafayette College.
- Must have a minimum cumulative grade point average of 2.5 when hired. This minimum cumulative average must be maintained throughout the term of appointment. Semester GPAs that fall below the minimum average may result in employment action.
- Must be an active member, in good standing, with his fraternity. Good standing shall be defined by each organization's constitution and/or by-laws
- May not be on any level of probation at the time of appointment. Should a Fraternity House Assistant receive a disciplinary sanction at any time after appointment, or during the period of employment, his position may be terminated or other employment action may be taken
- Must be prepared to give priority to the Fraternity House Assistant position over all other areas of activity (with the exception of academic work).

VI. Compensation

- Single room at no cost (provided by the fraternity's House Corporation or the College)
- Partial Meal plan equivalent and a stipend, provided by the Office of Residence Life, to be paid in quarterly installments