

COMMUNITY ADVISOR JOB DESCRIPTION

Reporting to an Assistant Director of Housing and Residential Life, the Community Advisor (CA) is responsible for the student development and residential administrative functions of an assigned residential living area. CAs carry-out the planning, coordination, and evaluation of residential programs. Major roles demonstrated are the following: educator, information source, policy-enforcer, campus resource and referral agent, community-builder, programmer, and leader. It is expected that the Community Advisor will work an average of 20 hours per week, both structured and unstructured. Required dates and a summary of the responsibilities are listed below.

Summary of Responsibilities

- **Role-Modeling:** CAs are responsible members of the community that demonstrate responsible and appropriate conduct at all times.
- **Staff Relations:** CAs are members of a staff team as well as a full staff of caring individuals. Positive interaction and frequent communication between staff members is very important.
- **Administrative Responsibilities:** CAs need to complete administrative tasks on time, respond quickly to e-mail, check their mailboxes often, keep records, and attend weekly meetings.
- **Duty:** CAs serve on a night-time, scheduled, on duty rotation in which they interact with their residential area to promote safety and community.
- **Policy and Crisis Management:** CAs are College officials that support and enforce College policies, confronting inappropriate behavior and documenting situations. They assist administrators in emergency situations.
- **Resident Interaction:** CAs get to know students. They make themselves available, and they are trusted, respected, approachable, and visible in their area. They answer questions and help when needed.
- **Community Development:** CAs promote students knowing each other. They conduct hall meetings, promote diversity, and maintain a welcoming, safe environment.
- **Programming:** CAs plan activities and provide a welcoming residential area.

Success Factors and Working Conditions

- **Interpersonal skills:** ability to establish and maintain effective working relationships, enjoy people, good sense of humor, open-minded, independent worker but also team-player.
- **Emotional stability:** ability to operate under pressure; not easily frustrated.
- **Use of excellent judgment:** ability to make sound decisions under time pressure.
- **Assertiveness:** results-oriented; high personal energy level and initiative; self-starter.
- **Creativity:** ability to recognize new methods, adapt to the changing needs of the office and/or residents, and establish appropriate procedures.
- **Organizational skills:** ability to keep track of important documents, to be able to successfully communicate both orally and in writing, ability to operate with some standard operating procedures, and experience demonstrating excellent time management.
- **Ability to coexist in the place of employment.** Community Advisors will both live and work in the same residential area. It is vital that the CA be able to successfully perform expected duties in addition to sustaining an academically-focused environment for themselves and their residents in addition to a well-balanced life.
- **Excellent time management skills:** all new CAs should enroll in less than 2.5 academic credit units for their first semester. In order to have proper balance and complete all responsibilities effectively, CAs should rely on proven time management strategies.
- **The ability to lift boxes or items of thirty pounds or less and move tables and chairs when needed for meetings, is preferred.**

Required Dates (tentative and subject to change):

Pre-Employment Training: Sunday, March 25, 2012 from 3:00pm to 5:00pm **AND** Sunday, April 29, 2012, from 3:00pm to 5:00pm. Please note the dates and times of the Pre-Employment training sessions are tentative and subject to change.

Fall Training for Head CAs only: Head Community Advisor training begins on Monday, August 13, 2012 at Noon.

Fall Training for CAs: Training for all Community Advisors begins on Wednesday, August 15, 2012 at 4:30pm. Training will end for all CAs at the end of day Saturday, August 25, 2012. *All staff members should make travel arrangements to arrive **before training begins** so that they are completely moved into their room and to eliminate the possibility of travel issues disabling promptness.*

Move-In and Orientation: Saturday, August 25, 2012 through Wednesday, August 29, 2012.

Matriculation Day (November 1, 2012): First-year area CAs will be expected to hold a hall meeting prior to Matriculation Day in preparation for the days' events and are expected to be in attendance the day of the ceremony.

Thanksgiving: Staff must stay until Saturday, November 17, 2012 at 5:00pm to close down the halls and conduct inspections. First-year area CAs will be expected to hold a hall meeting prior to Thanksgiving Break in preparation for their residents leaving campus. *All staff members are responsible for making travel arrangements accordingly.*

Winter Break: CAs are expected to work after their last exam or paper and must stay until Saturday, December 22, 2012 at 5:00pm to close down halls and conduct inspections. *All staff members are responsible for making travel arrangements accordingly.*

Winter Training and Opening: Wednesday, January 9, 2013 at 5:00pm through Sunday, January 13, 2013 at 8:00pm. (General Student Move-In: Saturday, January 12 and Sunday, January 13). *All staff members are responsible for making travel arrangements accordingly.*

Spring Break: Staff must stay until Saturday, March 2, 2013 at 5:00pm to close down the halls and conduct inspections. *All staff members are responsible for making travel arrangements accordingly.*

Housing Selection: CAs are expected to help run the selection of housing including the Housing Lottery and the various housing selection days prior to the Lottery (for division, theme, and interest housing). Shift sign-ups will be available closer to the date.

End of Year Closing Inspections: This work will begin after the CA's last exam or paper and will end by Noon on Wednesday, May 15, 2013. All non-Senior CAs should be available these dates to conduct closing responsibilities. Graduating seniors should be available to conduct these inspections and closing responsibilities are after their last exam or paper until 8:00am on Monday, May 13, 2013. Beginning at 8:00am on Monday, May 13, 2013, graduating senior CAs are relieved of their CA responsibilities to enjoy Senior Week.

Contract Ends: Wednesday, May 15, 2013 at Noon. *All staff members are responsible for making travel arrangements accordingly.*

Minimum Qualifications

- Sustained Grade Point Average requirement of at least 2.50.
- Availability in schedule to work an average of twenty hours per week.
- Ability to maintain strict confidentiality including, but not limited to, student interactions/conduct, conversations with professional staff, student documentation, etc.
- Sense of humor; welcoming, open, and accepting attitude towards residents and College officials.
- CAs may not hold any other job without prior special permission from their supervisor. All extracurricular activities and commitments must be approved well in advance.
- Because of privacy/confidentiality issues, a CA may not serve as a Sexual Misconduct Advisor.