The Community Advisor (CA) is a full-time Wittenberg student working under the direct supervision of the Area Coordinator. The CA assists the Area Coordinator in leadership, conflict resolution, advising of hall government, development and promotion of hall programming, participation in staff selection, training and development, and general administrative duties. As a senior staff member, it is the responsibility of the CA to keep the Area Coordinator informed of the daily activities of the hall where s/he lives and to report incidents or problems immediately.

Mission Statement of Student Development:

Think Critically. Act Morally. Serve Others.

Mission Statement of the Office of Residence Life:

Residence Life is committed to providing quality programs and services that develop a diverse community environment of mutual respect.

TERM OF APPOINTMENT

The Community Advisor position is an appointment with the Office of Residence Life for the period of beginning Friday, August 8, 2008 through Monday, May 18, 2009 (5:00 PM)

Eligibility:

The CA must have a minimum of one year of experience as a Resident Advisor. The CA must maintain a 2.7 cumulative GPA or 2.7 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A CA whose grades fall below a 2.7 GPA may be placed on academic probation for the semester or dismissed from their position.

The CA appointment is for one year only. Reappointment is contingent upon the needs of the department and job performance of the CA, as evaluated by the Area Coordinator and Assistant Dean of Students/Director of Residence Life.

Availability/Time Management:

Given the nature and scope of the responsibility of the CA, availability and contact with students, RAs, Hall Government members, the Area Coordinator, and central office staff is critical. The CA is expected to initiate contact with the RAs and students on a daily basis, do rounds of the building as determined by the Area Coordinator and to be familiar with the happenings of the building. It is also expected that the CA will hold a minimum of 10 office hours per week (does not include duty office hours).

The CA is expected to make the Community Advisor position the highest non-academic priority, scheduling other commitments so that they do not conflict with the responsibilities of the position. CAs may have another off-campus job (approval must be granted from their Area Coordinator), no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities. Expectations concerning availability will be discussed during initial meetings with the Area Coordinator.

CAs will be responsible for participating in regular duty coverage based on their individual building needs (includes weekday and weekend coverage). In addition to duty requirements, a CA is expected to be on campus
a minimum of two weekends per month. Time away from campus is to be communicated in a timely manner to your Area Coordinator.

**Role Model:**

As a member of the Office of Residence Life staff, the CA is expected to follow all University policies and guidelines. As a student leader, the CA is expected to conduct him/herself in a manner that provides guidance and leadership to all other student staff members. Although a student, the CA is a representative of the Office of Residence Life and should act accordingly.

**Programming:**

1. In conjunction with the Area Coordinator, develop a well-rounded program of activities to meet the developmental needs of residents and RAs.
2. Assist RAs and Hall Government members in the development of programs.
3. Teach community responsibility concepts and assist students in the development of a positive community atmosphere.
4. Plan and implement all hall programs for their building (according to the programming model) each semester. Whereas RAs program specifically for the residents on their floor, the CA should program for the entire building or campus.

**Supervision/Advising:**

1. Assist the Area Coordinator in supervision of RAs where he/she resides.
2. Maintain daily contact with RAs and AC.
3. Communicate all staff issues to the AC in a timely manner.
4. Attend/assist/facilitate weekly RA staff meetings with the AC.
5. Provide input to AC regarding staff performance.
6. Assist in the training of the Resident Advisor staff campus-wide, including but not limited to attending all sessions required of RAs. This includes training for the entire year.
7. Have working knowledge of all Resident Advisor expectations, as outlined in the RA job description, as well as specific expectations assigned by the AC.
8. Each CA will advise their Hall Government and act as a liaison between the AC responsible for that building and the Hall Government Members.
9. Assist the RA Selection Committee in the ongoing selection of Resident Advisors. This includes all phases of the RA Selection process, and as staffing needs arise throughout the year.
10. Serve as the co-advisor, with an Area Coordinator, to one of the departmental RA committees.

**Administration:**

1. Process forms related to the management of the hall (e.g., RCRs, work orders, key core changes, etc.) in a timely and efficient manner.
2. Monitor the condition of the building including regular inspections for safety, cleanliness, and proper operation. The Area Coordinator will determine frequency.
3. Participate in each opening and closing of the hall, remaining until the halls are officially closed for each break period.
4. Participate in Departmental duties as needed (e.g., Housing Lottery, RA Selection, etc).
5. Be responsible for other duties as assigned by the AC.

**Counseling and Confidentiality:**

1. Assist students with personal, social and academic concerns.
2. Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
3. Respond to crisis situations and involve appropriate staff.
4. Inform Area Coordinator of all student issues in a timely manner.
5. Refer all calls received from parents to the AC.
6. Mediate roommate conflicts that are unable to be resolved by the RA. If a resolution does not occur once the CA has assessed the situation, then it should be referred to the AC. However, CAs should keep the AC informed when there is a roommate conflict occurring in his/her building.

**Other Duties:**

1. Each CA will be required to attend all of the monthly All Staff meetings and other training sessions assigned by the Residence Life department.
2. CAs will have meetings as needed with the Associate Dean of Students/Director of Residence Life.
3. The Area Coordinator may assign additional duties, other than those listed in the job description.
4. Other duties may be assigned as a result of departmental needs.

**MANDATORY DATES OF PARTICPATION:**

As stated previously, **CAs will be expected to participate in all break opening and closings.** Each AC may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are listed:

- Thanksgiving Break (Halls close at noon on 11-25-08 and re-open at 10 a.m. on 11-28-08)
- Winter Break (Halls close at noon on 12-20-08 and re-open at 10 a.m. on 1-11-09)
- Spring Break (Halls close at noon on 3-7-09 and re-open at noon on 3-14-09)

The following are dates that all staff are required to attend:

- Spring training (April 13, 2008)
- Fall Training (August 8, 2008 – August 31, 2008)
- Winter Renewal (TBA-tentatively January 10, 2009)
- Group Process during RA selection: (TBA-typically early February)
- Room Selection Process (TBA-typically early April)
- Homecoming Weekend (October 10-12, 2008)
- Wittfest (TBA-typically last Saturday in April)
- Little Sibs Weekend (TBA, Typically in March)
- Family/Parents’ Weekend (TBA)
- Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff members

**Evaluation:**

Evaluation is an on-going process achieved through formal and informal evaluation by the AC and RA staff. A formal evaluation process will occur during the academic year and will be determined by the AC.

**Compensation:**

The CA is provided an apartment and all utilities during the period of employment. Community Advisors receive an hourly rate of $6.85 per hour, 26.5 hours per month, as well as $150.00 per semester for books. This pay period is for 10 months, pay to occur once per month, September through June. Failure to complete duties as assigned will result in a reduction of hours paid, this is at the discretion of the Area Coordinator and Assistant Dean of Students and Director of Residence Life. As experienced staff members, CAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.
Employment Agreement

Student staff appointments are for one full academic year. I understand that there is no guarantee of employment beyond this contract year. I have read the responsibilities and expectations of the Community Advisor position at Wittenberg University. I understand and agree to fulfill them. I understand that failure to meet the above could result in termination.

________________________________________________________________________
Print Name

________________________________________________________________________
Signature

________________________________________________________________________
ID Number

________________________________________________________________________
Date