Community Advisor Position Description

Occupational Summary
The Community Advisor (CA) is a full-time Wittenberg student working under the direct supervision of the Area Coordinator and acting as a liaison between the AC, RAs and residents. The CA assists the AC 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 AC 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
The mission of Residence Life is to provide a supportive and engaging living/learning community that empowers students to achieve academic success; personal growth; and responsible citizenship.

Terms of Appointment
The Community Advisor position is an appointment with the Office of Residence Life for the period of beginning Monday August 12, 2013 through Monday, May 12, 2014 (5:00pm).

Eligibility
The Community Advisor must be a full-time student with a minimum of one year of experience as a Resident Advisor. The CA must maintain a 2.70 cumulative GPA or a 2.70 semester GPA, beginning with the semester of application and extending throughout the term of appointment. A CA whose grades fall below a 2.70 GPA may be placed on academic probation for the semester or dismissed from their position.

The Community Advisor 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 the Associate Dean for Residence Life.

Community Advisor Expectations
In support of the Wittenberg community, our goal as a Residence Life staff is to strive to create and maintain secure, comfortable, cohesive, residential communities conducive to academic success and personal growth. Community Advisors will assist in accomplishing this goal in the residence halls as follows:

Availability/Time Management
Given the nature and scope of the responsibility of the Community Advisor, 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, conduct rounds of the building as determined by the AC 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 Community Advisor is expected to make the CA 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 no more than 8-10 hours per week, as long as it does not interfere with the performance of their responsibilities (approval must be granted from their Area Coordinator). Expectations concerning availability will be discussed during initial meetings with the AC.
Community Advisors 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.

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

**Leadership/Advising**
- Assist the Area Coordinator in advising of Resident Advisors where he/she resides.
- Maintain daily contact with RAs and the AC.
- Communicate all staff issues to the AC in a timely manner.
- Attend, assist with, and facilitate weekly RA staff meetings with the AC.
- Provide input to AC regarding staff performance.
- Assist in the training of the RA staff, including but not limited to attending all sessions required of RAs. This includes training for the entire year.
- Have working knowledge of all Resident Advisor expectations, as outlined in the RA job description, as well as specific expectations assigned by the AC.
- Each CA will advise their Hall Government and act as a liaison between the AC responsible for that building and the Hall Government members.
- Assist the RA Selection Committee in the ongoing selection of RAs. This includes all phases of the RA Selection process and as staffing needs arise throughout the year.

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

- Assist students with personal, social, and academic concerns.
- Refer students to appropriate campus offices to assist them in dealing with problems or concerns.
- Respond to crisis situations and involve appropriate staff.
- Inform Area Coordinator of all student issues in a timely manner.
- Refer all calls received from parents to the AC.
- Mediate roommate conflicts that are unable to be resolved by the Resident Advisor. If a resolution does not occur once the Community Advisor 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.
- To protect the dignity of the individual, CAs should not share information given by a student with other students. All information of concern is to be communicated directly to the AC. **CAs may not guarantee confidentiality if a student is a danger to him/herself or others.**

Following and Enforcing University and Residence Hall Policies and Procedures

The University and Office of Residence Life policies and procedures have been developed to ensure that legal, societal, and community norms are respected. When one accepts the responsibilities of being a Community Advisor, one also accepts that they are to abide by and enforce the Student Handbook.

As a member of the Office of Residence Life staff, CAs are expected to follow all University policies and procedures. Although a student, CAs are representatives of the Office of Residence Life and should:

- be knowledgeable of, support, and abide by University and Residence Life policies and procedures.
- educate students on policies and procedures based upon the Student Handbook.
- intervene, document, and/or consult on behavioral matters of concern.
- maintain confidentiality regarding disciplinary matters.

Additional Duties

- Each CA will be required to attend all of the monthly All Staff meetings and other training sessions assigned by the Office of Residence Life.
- CAs will have meetings as needed with the Associate Dean for Residence Life.
- The Area Coordinator may assign additional duties, other than those listed in the job description.
- CAs will lead by example, while possessing an upbeat “I can do that” attitude.
- Other duties may be assigned as a result of departmental needs.

Mandatory Dates of Participation

As previously stated, **Community Advisors will be expected to participate in all break opening and closing.** Each Area Coordinator may have specific expectations that may differ by building. In order to assist you in planning accordingly, the break periods are:

- **Thanksgiving Break** (Halls close at noon on Wednesday, November 27, 2013 and re-open at 10:00am on Sunday, December 1, 2013).
- **Winter Break** (Halls close at noon on Saturday, December 21, 2013 and re-open at 10:00am on Sunday, January 12, 2014).
- **Spring Break** (Halls close at noon on Saturday, March 8, 2014 and re-open at 10:00am on Sunday, March 16, 2014).
Other Mandatory Dates of Participation

- **Spring Training**: TBD – Sunday in mid-April
- **Fall Training**: Monday August 12, 2013 – Wednesday, August 21, 2013
- **Family Weekend**: Friday, September 27, 2013 - Sunday, September 29, 2013
- **Homecoming Weekend**: Friday, October 11, 2013 – Sunday, October 13, 2013
- **Winter Renewal**: TBD – tentatively Saturday, January 11, 2014
- **Group Process during RA Selection**: TBD – Friday-Saturday weekend in February
- **Little Sibs Weekend**: TBD – weekend in March
- **WittFest**: TBD – Saturday in April
- Other activities, programs, and meetings assigned by the Office of Residence Life and its’ staff

**Evaluation**
Evaluation of one’s performance is an on-going process achieved through formal and informal evaluation by the Resident Advisor staff and the Area Coordinator. CAs are to develop skills necessary for the satisfactory performance of their position. Failure to meet the basic requirements of the position may result in job-related sanctions and/or termination. CAs may refer to the Student Employment Guidelines for specific performance evaluation procedures. CAs are encouraged to seek guidance and feedback from the AC at any time. A formal evaluation process will occur during the academic year and will be determined by the AC.

**Compensation**
In return for meeting the community-building, programming, duty, administrative and other expectations of the position, CAs are provided an apartment at no cost during employment. In addition, CAs are expected to work office hours so that they may earn wages on a monthly basis. These monthly wages are paid for officially scheduled and completed office hours only. CAs earn an hourly rate of $8.00 for up to 33 hours per month, as well as $150.00 per semester for books. They will also receive a 90 meal plan and $150/semester in Witt Gold. Pay occurs once per month, September through June. As experienced staff members, CAs are expected to take on greater responsibility, as agreed upon in consultation with the Area Coordinator.