



CA Application 2009-2010

Department of Residential Life
Minnesota State University, Mankato

*It takes a lot of courage to show your dreams
to someone else. ~Erma Bombeck~*

Attached:

- 1 - CA Application
- 2 - CA Reference Forms
- 1 - 2009-2010 CA Job Description

Instructions:

- **Please complete the CA Application (including Short Answer Questions).**
- **Return CA Application to the Department of Residential Life in 111 Carkoski Commons by 4:30pm on November 16, 2009.**
- **Arrange for two References to be sent to the address below by November 16, 2009:**

CA Selection Committee
Department of Residential Life
Minnesota State University, Mankato
111 Carkoski Commons
Mankato, Minnesota 56001
Telephone: 507-389-1011
Fax: 507-389-2687

For **priority consideration** for 2009-2010 positions, completed application materials are due to Residential Life by **4:30pm, November 16, 2009.**



CA Application 2009-2010

**Department of Residential Life
Minnesota State University, Mankato**

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Directions: Complete this application (typed or neatly printed in pen) and return it to the Department of Residential Life, 111 Carkoski Commons. A completed application file includes this application, responses to the short answer questions, and two written references (forms are included).

PERSONAL AND EDUCATIONAL INFORMATION

Name _____ Tech ID # _____
(First) (Middle) (Last)

Current Address _____
(Hall/Room# or Street Address) (City) (State)
(Zip)

Permanent Address _____
(Street Address) (City) (State) (Zip)

Preferred Current Phone # (_____) _____ Cell Phone OR Room Phone

Permanent Telephone # (_____) _____

Sex: Male Female E-Mail Address _____

Major _____ Current Class Status (circle one) FR SO JR SR GRAD

Spring Semester 2008 GPA _____ Cumulative GPA _____

How long have you lived in the residence halls? _____

List the floors on which you have lived at Minnesota State, Mankato _____

Have you ever worked for Residential Life before? No Yes, as a _____

Are there any medical considerations that may impact your area or hall placement if you are selected as a staff person? If so, please explain. _____

Do you have any special dietary needs? If so, please list. _____

T shirt size (circle one) S M L XL XXL XXXL

SHORT ANSWER QUESTIONS

In 2-3 pages, answer the following questions. Your responses should be thorough, thoughtful and concise; and typed on separate sheets of paper:

1. What led you to apply for the Community Advisor position and what assets or skills do you think you possess that would be helpful to the Community Advisor position?
2. What does 'community' mean to you and how would you develop a sense of community on your floor as a Community Advisor?
3. What will be your goals as a Community Advisor, and what challenges do you anticipate in achieving them?

EXPERIENCE AND COMMITMENTS

Describe your leadership experiences relevant to the CA Position

Work History and Relevant Experiences

(Company/Organization)	(Position)	Dates
------------------------	------------	-------

(Company/Organization)	(Position)	Dates
------------------------	------------	-------

List outside commitments you plan to be involved with during the 2009-2010 academic year (*i.e. internships, practicums, student teaching, clinicals, student organizations and athletics*)

List honors and awards you have received:

REFERENCES

List the individuals you have asked to provide written references (reference forms are included within this application packet). Your current CA is preferred or other members of the Residential Life staff that know you well (*i.e. Graduate Hall Director, Desk Manager, etc.*) Otherwise, a person who understands the nature of the CA position is most appropriate as a reference. Relatives, family members, friends or roommates should not be used as references.

1. _____
(First & Last Name) (Address) (City) (State)

(Telephone Number) (Relationship)

2. _____
(First & Last Name) (Address) (City) (State)

(Telephone Number) (Relationship)

The Department of Residential Life may also contact people not listed as a reference.

PLEASE READ AND SIGN

I understand that before I can be selected and hired as a Community Advisor, the Department of Residential Life will conduct a criminal background check as specified by state law and verify my academic and conduct standing. I understand that an employment offer is contingent upon satisfactorily completing the background check. I also understand a qualification is living on campus for 2 semesters (at Minnesota State, Mankato or equivalent) at the time of start.

I further understand that to be considered for a CA position and to maintain employment as a CA during the spring 2010 academic semester, I must:

- have and maintain a cumulative GPA of 2.5 and a semester GPA of at least 2.0 each semester.
- have and maintain a 12-18 hour course credit load per semester (6-12 for graduate students).
- have and maintain good conduct standing (i.e. not be on probation after December 10, 2009 or not be placed on probation for spring semester 2010 for an incident occurring after a CA application was submitted).

To the best of my knowledge, the information submitted on this application is true and correct. I realize any falsification can subject me to disqualification as an applicant.

Signature _____ Date _____

Print Name _____

After this application is completed and returned to the Department of Residential Life,
it is the exclusive property of Minnesota State, Mankato.

Applications are classified as personnel materials and subject to confidentiality.

For **priority consideration** for spring 2010 positions, completed application materials are due by 4:30pm, November 16, 2009, to:

Matt Burns
Department of Residential Life
Minnesota State University, Mankato
111 Carkoski Commons
Mankato, Minnesota 56001
Telephone: 507-389-1011
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PERSONALITY

E G S B P NO

Displays friendliness, honesty, tact, adaptability, patience, sense of humor, appropriate self confidence, approachability, sensitivity, warmth, open-mindedness

Describe specific traits:

MATURITY

E G S B P NO

Able to deal with confidential material in interpersonal situations • Handles stress appropriately

If known, please list examples:

COMMUNICATION SKILLS

E G S B P NO

Expresses self well verbally and in writing • Organizes ideas and communicates effectively with others. • Formulates ideas before speaking, easily understood and sincere • Uses congruent body language and appropriate eye contact

Describe applicant's communication style with others:

COOPERATIVENESS

E G S B P NO

Works effectively with all types of people • Appropriately confronts issues of concern to colleagues or supervisor(s) • Demonstrates a willingness to compromise/negotiate with co-workers • Displays a positive attitude about accomplishing tasks and working with others • Is a "team player"; has demonstrated the ability to collaborate with others

ADMINISTRATIVE ABILITY/RESPONSIBILITY

E G S B P NO

Handles administrative tasks well • Effective time manager • Is prompt and can prioritize tasks effectively • Appropriate attention to details • Accomplishes tasks promptly and effectively • Takes appropriate ownership for their actions • Follows through on commitments.

How well do you know the applicant, how long, and in what capacity?

Additional Comments:

Your Recommendation: Recommend Recommend with Reservation(s) Do NOT Recommend

Print Name

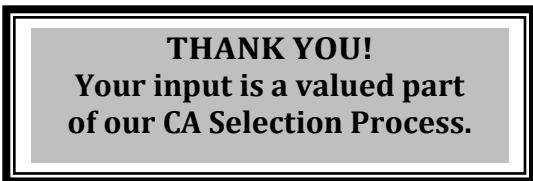
Signature

Position Title

Telephone

Please return this form by to:

Matt Burns
Department of Residential Life
Minnesota State University, Mankato
111 Carkoski Commons
Mankato, Minnesota 56001
Telephone: 507-389-1011



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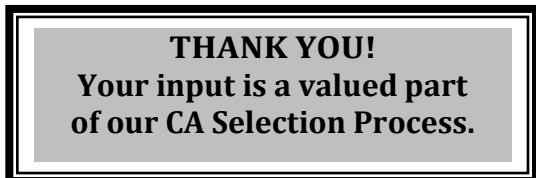
Signature

Position Title

Telephone

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Matt Burns
Department of Residential Life
Minnesota State University, Mankato
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CA JOB DESCRIPTION — 2009-2010

Department of Residential Life
Minnesota State University, Mankato



Community Advisors (CAs) are part-time paraprofessional staff members with the Department of Residential Life who help students navigate their transitions while they are living on campus. CAs help students to create a floor community, which supports students' academic and personal success. Through this leadership opportunity, CAs utilize skills in communication, mediation, problem solving, programming and interpersonal communication. Community Advisors work closely with and are directly responsible to their Graduate Hall Director supervisor. CAs keep Graduate Hall Directors informed of the interests, concerns, needs and activities of students in their area through regular meetings and reports. Community Advisors also assist the Department of Residential Life with the administrative functions related to our programs and facilities. CAs are appointed for the academic year contingent upon satisfactory performance. Major areas of CA job responsibility include:

DEVELOPING RELATIONSHIPS WITH RESIDENTS

- Establish significant relationships with individual floor community members.
- Exhibit genuine concern and interest for residents by being available, approachable and accessible.
- Interact with residents both individually and in groups. Follow up with residents concerning academic and personal success, as well as issues related to community life. Communicate successes and concerns to the appropriate Residential Life and University staff.
- Eat regularly (at least 2 times per week) with members of the floor community.

PROVIDING LEADERSHIP FOR THE DEVELOPMENT OF A POSITIVE FLOOR COMMUNITY

- Complete departmental guidelines for developing a positive community in the first six weeks of each semester; including but not limited to the following: participating in Welcome Week events, planning a variety of social activities, initiating and facilitating floor meetings and completing the Sociograms and Caring Conversations with floor members.
- Work in conjunction with student leaders to host regular community meetings for all residents of the floor throughout the academic year.
- Advise the floor community council; identify and recruit potential residence hall leaders and facilitate their on-going development as student leaders.
- Fulfill the community development responsibilities outlined by the Department of Residential Life.

CREATING A CULTURE OF ACADEMIC SUCCESS

- Work to establish a community where students can study and sleep. Respond appropriately to noise concerns as they occur and as you become aware of them.
- Implement departmental academic programs such as establishing community study groups, distributing "Study Bucks," completing academic goal setting meetings and assisting with collaborative programs or events with academic resources.
- Develop a positive living-learning environment that recognizes academic success individually, on the floor and within the residence hall.

CREATING A FLOOR ENVIRONMENT CONDUCIVE TO PERSONAL SUCCESS

- Promote healthy choices for issues critical to college student success, i.e. alcohol use, sexual decision-making and interpersonal relationships. Work with residents to establish positive community standards and respond to concerns.
- Be respectful to and show respect for those who are from different backgrounds and cultures through support of the Departmental Statement on Diversity.

- Recognize positive contributions, academic success and personal development of community members.
- Understand, explain, enforce and abide by all residence hall and university policies, regulations and procedures.

SERVING AS A RESOURCE AND REFERRAL AGENT FOR UNIVERSITY SERVICES

- Be cognizant of current student, hall and campus issues.
- Act as an initial source of support for students who are experiencing personal or academic concerns. Proactively initiate “Critical Issue Chats” with students who demonstrate concerns.
- Know resources available on campus (i.e. tutoring, FYE, CDC, health services, counseling) and make referrals as necessary/appropriate.
- Facilitate the Roommate Agreement process; assist students who request mediation of roommate conflicts and/or refer students to the Residential Life Room Change procedures.
- Maintain frequent communication with Residential Life staff and respect confidentiality concerning content and process of such discussions.

ACTING AS A MEMBER OF THE RESIDENTIAL LIFE STAFF TEAM

- Attend all scheduled training programs prior to and throughout each academic semester.
- Participate in regular staff meetings, in-service training, one-on-one supervisory sessions, formal evaluation processes and departmental assessment surveys. Assist with CA Selection.
- Perform “duty rounds” on a regular basis as assigned. While on duty, CAs are expected to be available in their room from 7 PM until 7:45 AM, if not on rounds.
- Participate in duty assignments during Thanksgiving, Winter and Spring Breaks. (There is typically no dining service available during break periods; duty CAs receive a stipend for each day of assigned break duty in lieu of a meal plan.)
- Enforce all policies in a consistent and timely manner.
- Participate in opening and closing of residence hall facilities at each break period and at the beginning and end of the academic year. (CAs are expected to arrive early and stay until administrative procedures are completed.)
- Assist the Department of Residential Life in other ways as requested or assigned.

CONDITIONS OF EMPLOYMENT:

- Maintain a cumulative GPA of least 2.5 and a semester GPA of least 2.0.
- Maintain good financial standing (defined as not being delinquent or in default with the Business Office) and good conduct standing (defined as not being on University Disciplinary Probation) for the duration of employment.
- Satisfactorily complete a criminal background check as required by Minnesota state law.
- Reside in the room provided; sleep in your designated room Sunday through Thursday nights and at least 2 weekends each month. (Time away is approved by the Graduate Hall Director supervisor.)
- Purchase a meal plan from the options provided by the Department of Residential Life.
- Role model a standard of personal conduct commensurate with job responsibilities.
- Prioritize the CA position as your principal out-of-class activity; any competing employment or activities are at the discretion of the Area Director. (Outside employment requires pre-approval and is limited to 10 hours per week.)

All CAs receive a single room/a single semi-suite as part of this compensation package. Additionally, a minimum of \$2,424 will be paid out in a bi-weekly paycheck over the period of employment; approximately 34 weeks for the academic year. \$400 will be paid out after the last day of the CA working agreement to those who were employed through May 9, 2010. (The \$400 will be prorated for start dates later than August 8, 2009).

*The final compensation package will be determined with the MnSCU approval of Residence Hall room and board rates for 2009-2010.

See the *Community Advisor Working Agreement* for more specific terms of employment.

