
COMMUNITY ADVISOR AT STADIUM HEIGHTS

Job Description
2017-2018



Community Advisors (CAs) are part-time paraprofessional staff members working approximately 20 hours per week with the Department of Residential Life who help students navigate their transitions while they are living at the Stadium Heights Residence Community. CAs help students develop a community that 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 supervisor. CAs keep their supervisor 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 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 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.

PROVIDING LEADERSHIP FOR THE DEVELOPMENT OF A POSITIVE APARTMENT COMMUNITY

- Complete departmental guidelines for developing a positive community in the First 50 Days of each semester; including but not limited to the following: participating in Welcome Week events, planning a variety of social activities, initiating and facilitating building meetings and completing the Sociograms and Caring Conversations with community members.
- Work in conjunction with student leaders to host regular informational meetings for all residents of the building throughout the academic year.
- Identify and recruit potential residence community leaders (RHA Rep, Programming Board member, etc.) and help facilitate their on-going development as student leaders.
- Fulfill community development responsibilities.

CREATING A CULTURE OF ACADEMIC SUCCESS

- Work to establish a community where students can study and sleep. Actively address noise concerns as they occur and as you become aware of them.
- Develop a positive living-learning environment that recognizes academic success individually, in the building and within the apartment community.
- 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.

CREATING A LIVING ENVIRONMENT CONDUCTIVE TO PERSONAL SUCCESS

- Promote healthy choices for issues critical to college student success, i.e. alcohol use, electronic communication, 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 Residential Life and University policies, regulations and procedures.

SERVING AS A RESOURCE AND REFERRAL AGENT FOR UNIVERSITY SERVICES

- Be cognizant of current student, building 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, New Student and Family Programs, 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 apartment from 7 PM until 7:30 AM, if not on rounds or serving Office Hours.
- Participate in duty assignments during Thanksgiving, Winter, and Spring break periods.
- Enforce all policies in a consistent and timely manner.
- Participate in opening and closing of apartment 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:

- Be registered as an undergraduate student at Minnesota State University Mankato.
- 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 Business Services) 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 apartment provided; sleep in your designated room Sunday through Thursday nights and at least 2 weekends each month. (Time away is approved by your supervisor.)
- Provide Residential Life with a personal cellular phone number for use by department staff or provide a telephone and answering machine to be connected in your room
- Purchase a meal plan from the options provided to all students living in the Stadium Heights Apartment Community.
- 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 Community Advisors in Stadium Heights receive a single room in an apartment unit as part of this compensation package. Additionally, a minimum of \$2,652 will be paid out in a bi-weekly paycheck over the period of employment; approximately 34 weeks for the academic year. All amounts will be prorated for start dates later than August 6, 2017.

*The final compensation package will be determined with the MnSCU approval of Residence Hall room and board rates for 2017-2018.

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

