
COMMUNITY ADVISOR FOR MAIN CAMPUS

Job Description 2016-2017

Residential | Life
MINNESOTA STATE UNIVERSITY, MANKATO



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 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 Hall Director supervisor. CAs keep 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 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 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.

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.
- Develop a positive living-learning environment that recognizes academic success individually, on the floor and within the residence hall.
- 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 FLOOR ENVIRONMENT CONDUCIVE 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, 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, 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 residence community from 7 PM until 7:45 AM, if not on rounds.
- Participate in duty assignments during Thanksgiving, Winter and Spring Breaks.
- 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 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 room provided; sleep in your designated room Sunday through Thursday nights and at least 2 weekends each month. (Time away is approved by the Hall Director 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 CAs 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 \$3719 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 7, 2017. All amounts will be prorated for start dates later than August 7, 2016.

**The final compensation package will be determined with the MnSCU approval of Residence Hall room and board rates for 2016-2017.*

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

