



Apartment Community Advisor Position Description

Department of Residential Life
St. Cloud State University

General Position Description

The Apartment Community Advisor (ACA) is a paraprofessional who resides either the Coborn Plaza or Stateview Apartments and works closely with apartment residents in establishing and maintaining community living standards. The ACA helps to facilitate a positive living and learning environment for residents, serves as a source of information and referral, articulates and supports Residential Life and University policies and procedures, and keeps his/her supervisor informed of activities, problems, and needs of residents. The ACA reports directly to the Hall Director and indirectly to the Assistant Hall Director.

Qualifications

- Full-time student status, enrolled in no less than 12 and no more than 17 credits per semester - with a minimum of 24 credits completed prior to start date
- Maintain cumulative GPA of 2.5 or above
- Commitment to serving a full academic year in the ACA role, or remaining portion at time of appointment
- Good University standing - not on University conduct or academic probation
- Clear a criminal background check and meet employment eligibility requirements
- Previous leadership experience or campus involvement, with preference given to students with previous experience in the Community Advisor role.
- Two or more semesters of on-campus residence hall living experience required.

*** New Apartment Community Advisors may not engage in additional employment the first semester in the position**

Compensation

- **Housing credit** and **meal plan** equivalent to over \$5700 per academic year
- **Private bedroom in an apartment unit** which includes utilities, internet, and basic cable
- **Cash stipend** of \$1000 dispersed across the academic year, according to student payroll schedule
- **Conference participation**, recognition banquets/activities, staff shirts, etc.
- Valuable, practical experience in **leadership**, communication, organization and human relations skills for **enhanced resume** and future career opportunities
- Exposure to college staff, faculty & administration with **ongoing training** and skill development
- Opportunity to make an important difference while developing community in the residence halls

Major Areas of Responsibility of an Apartment Community Advisor:

The Apartment Community Advisor serves as a positive role model for other students in regards to learning, academic achievement, ethical behavior, and citizenship within the University and greater community.

1. Be readily available to assist residents, within and outside of duty rotation, with such things as conflict resolution, room changes, medical emergencies or personal issues.
2. Develop a community environment based on mutual respect, in which residents feel safe, comfortable, and included.
3. Facilitate community meetings as instructed by Residence Hall Director.
4. Promote and encourage student participation in campus events and activities.
5. Be available and willing to assist with special assignments, departmental activities, or events such as Husky Kick-Off, Homecoming, Family Weekend, and Atwood After Dark events.
6. Perform administrative tasks, including rosters, weekly reports, posting informational flyers in the building, attending weekly staff meetings and one-on-ones, distributing and collecting surveys and other necessary paperwork.
7. Conduct monthly health and safety inspections as instructed by Residence Hall Director.
8. Understand, explain, enforce and adhere to Residential Life and University policies and procedures, referring individuals as appropriate.
9. Complete the Fall Workshop and Winter Workshop training, and other required in-service meetings as defined by the Department of Residential Life.
10. Work collaboratively with the property management office and staff to serve residents in addressing facility and maintenance needs, and performing lock-out assistance.
11. Participate in the Department of Residential Life functions including staff recruitment/selection, hall opening, hall closing, room selection, break housing and other duties as assigned.
12. Assist in the marketing of residential apartments included, but not limited to: showing vacant apartments to prospective tenants, serving as a resource to answer general questions regarding housing.
13. Assist with the annual contract renewal process, informing residents of important dates and deadlines and facilitating contract renewals as per the process outlined by the Department of Residential Life.
14. ACAs will be expected to work eight hours per week at one of the apartment front desk/reception offices, facilitating mail and package distribution and assisting with various administrative tasks and responsibilities.
15. ACAs will be on duty approximately two nights a week (Monday – Thursday) and one to two weekends per month.
16. ACAs will be expected to split responsibility for providing duty coverage during Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

Attributes of a Successful Community Advisor Candidate

- Demonstrate leadership skills and practice effective group interactions and teamwork
- Present and maintain good academic and University standing
- Sensitivity and promotion of cultural diversity/social justice
- Ability to be a role model
- High standards of conduct and citizenship on campus and in the community at large
- Exhibit good interpersonal skills, able to quickly develop a rapport with people, maintaining flexibility, perseverance, patience, and a non-judgmental mindset
- Excellent written and verbal communication skills
- Exhibit a positive attitude, offering enthusiasm and energy to the position
- A willingness and desire to devote the time necessary for successful student and community development - requires good time management and multi-tasking skills
- Knowledge of University resources, policies, and procedures with the ability to articulate and support community standards
- Present a professional image, practicing a high standard of ethics, integrity, and good judgment