



Community Advisor

Department of Residential Life

St. Cloud State University

General Position Description

The Community Advisor is a paraprofessional who resides on campus and works closely with residents in establishing and maintaining community living standards. The Community Advisor (CA) 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 CA 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 CA 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
- Two or more semesters of on-campus residence hall living experience preferred

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

Compensation

- **Housing credit** and "**Husky Anytime**" **meal plan** equivalent to over \$5700 per academic year
- **Double-sized, single room** which includes internet, extended basic cable TV, Res Life Cinema (movies), and voice mail service
- **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

Application

- Applications available from and returned to the 2nd floor Department of Residential Life office in Carol Hall
Deadline: Friday, December 4th, 2009
- Selection process consists of CA Workshop and interviews in January with jobs offered by February 12th, 2010.

Major Areas of Responsibility of a Community Advisor

The 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. Develop individual relationships with residents of the floor and hall, by spending time visiting and eating with them on a regular basis.
2. 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.
3. Facilitate relationships between and among students in the residence hall, developing a community environment based on respect, in which residents feel safe, comfortable, and included.
4. Participate in the development and advising of floor/hall activities, support hall government and RHA, and encourage students to become active participants in meetings, events, and community service activities.
5. Be available and willing to assist with special assignments, activities, or events such as Orientation, Kick-Off, Homecoming, Family Weekend, Atwood After Dark, and "What's H.O.T."
6. Perform administrative tasks, including floor rosters, weekly reports, program assignments, posting informational flyers on the floor, attending weekly staff meetings and one-on-ones, distributing and collecting surveys and other necessary paperwork.
7. Understand, explain, enforce and adhere to Residential Life and University policies and procedures, referring individuals as appropriate.
8. Complete the Fall Workshop and Spring Retreat training, and other required CA in-service meetings as defined by the Department of Residential Life.
9. Serve residents through working designated shifts at the front desk, walking community rounds, assisting with facility complaints/fix-it needs, and performing lock-out assistance.
10. 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.
11. Participate in weekly on call duty rotation.

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