



Dear Community Advisor Candidate,

Thank you for your interest in a Community Advisor (CA) position at St. Cloud State University. The CA position will provide the opportunity to develop your leadership skills while assisting with community development in the residence halls. It is rewarding to know that, as a CA, you are part of the growth and development of students through your service in a positive, professional team-oriented environment. The CA position provides the chance to truly make a positive difference for students who live on campus at SCSU.

The 2010-2011 Residential Life Community Advisor Selection Process timeline is as follows:

Applications available: October 26th, in Carol Hall at the Office of Residence Life. You may also go the Residential Life web-site for application materials by following this link:

<http://www.stcloudstate.edu/reslife/employment/>

Applications deadline: Friday, December 4th @ 4:00pm (return to the Department of Residential Life, Carol Hall)

References Due: December 18th, 2009

Phase I: CA Selection Workshop (January 19th-January 28th)

All CA candidates will attend four 90-minute workshop sessions, which will be instructed by a Residential Life Professional Staff member. The workshops will be offered at varying times/days and locations. Candidates will sign up for the time of their choice when turning in application materials.

Phase II: CA Interview Process (February January 29th -February 2nd)

All CA candidates will attend one 90-minute interview session. The interviews will be offered at varying times and candidates will sign up for the time and date of their choice when turning in application materials.

******Please submit application materials to the 2nd floor Residential Life Office located in Carol Hall. Please come prepared with your schedule to sign up for workshop and interviews times.***

Notification and announcements: Candidates will be notified of their selection status via their huskynet e-mail account by Friday, February 12th, 2010.

We believe that whether you are selected for a position next year or not, you will enjoy and learn from our selection process. It will be an experience for you to find out more about yourself and the Community Advisor Position, while also getting the opportunity to meet interesting new people! We extend our best wishes to you as you explore the possibilities and go through the selection process!

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
 - Good University standing – not on University conduct or academic probation
 - Successfully clear a criminal background check and meet employment eligibility requirements
 - Previous leadership experience or campus involvement and 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*

Responsibilities

- Promote community development and plan events and activities
- Follow and enforce residence hall and University policies; assist with emergencies
- Administrative responsibilities
- Serve on duty two nights a week and be available at least 5 weekends a semester
- Work at the front desk

Compensation

- **Housing credit** and **premium 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
- Additional **cash stipend** of \$1000 dispersed across the academic year
- Valuable, practical experience in **leadership**, communication, organization and human relations skills for **enhanced resume** and future career opportunities
- **Conference participation**, recognition banquets/activities, staff shirts, etc.
- Exposure to college staff, faculty & administration with **ongoing training** and skill development
- Opportunity to **make an important difference** at SCSU while developing community in the residence halls