

## Community Advisors – Additional Information

Community Advisors (CA) are located in the Gateway Apartments, the Veteran’s House, and Neil Building. While providing similar services, the Gateway Community Advisors have a more facility focus than the Community Advisors at the Neil Building. Please see the individual job descriptions for specific information.

Below is additional information for the Community Advisors.

### The Staff Appointment

- The CA position is designated as halftime (50%) by the University (20 hours per week). University policy limits any additional campus employment to no more than 8 hours a week or 25% time depending upon your student status (for monthly positions such as GTA or GRA position). Candidates will not be able to hold both a CA and a Teaching Assistant or Research position that is more than 8 hours per week. It is up to the candidate to determine if this position can be held in conjunction with any other campus positions.
- The Senior Staff supervisor must approve any/all employment in addition to the CA position, both on campus and off campus prior to accepting additional employment.
- The CA position is a 12-month or 9-month position to be determined in collaboration with the Senior Staff.
  - For 12-month positions, the 2023-2024 term begins May 7, 2023 and ends May 5, 2024 (tentative).
  - For 9-month positions, the 2023-2024 term begins August 6, 2023 and ends May 5, 2024 (tentative).
  - Reappointment for the position will be determined by the level of excellence in job performance as evaluated by the supervisor. Other staffing needs may also be a part of the decision making process.
- CAs are required to attend training sessions during fall training, re-openings, and building closings.
  - Fall training will occur during the hours of 8:00a – 5:00p Monday – Sunday between August 6 – August 21, 2023.

**\*\*Training is required and you must be able to attend training to accept this position.\*\***

### Overview

- CAs are expected to work approximately twenty hours per week.
- CAs are available to residents at all times while in the building or complex.
- CAs are required to work on a staff team. This may include undergraduate students, graduate students, and professional students.
- CAs serve in a rotational on-call system with other staff members.
  - On call is from 7:00p – 7:00a Monday – Sunday. Scheduling will take place during training/staff meetings.



- During winter and spring breaks, the CAs in all properties, in collaboration with the rest of the staff, are expected to assist in working 24-hour on-call shifts (7:00 pm – 7:00 pm).
- CAs will have programming requirements.
  - CAs are expected to plan and implement engaging events that address the specific learning outcomes designated for on-campus living and their community, as outlined by their supervisor. These events are typically based on the needs of residents and planned in consultation with their peers and the Senior Staff.
    - Passive Programming in the form of Bulletin Boards, Door Decorations and other means are also expected and will be outlined by the supervisor.
- CAs are allowed 10 nights away during a semester with their supervisor's permission.

### **Remuneration**

- A single room with private bath for the term of appointment in the hall to which you are assigned at no cost to you, an optional discounted meal plan, and pay.
- The CA position also has hourly pay associated with the 20 hours per week.
- CAs are not required to purchase one of the dining plans but if they do so, will receive a discount. Dining facility meals are provided when the dining commons are open for regular service. There are no per-diem payments for meals during times the dining commons are closed.
- As a CA, vacation and sick leave benefits do not accrue to you.