Community Advisors – Additional Information

Community Advisors (CA) are located in Buckeye Village, the Gateway and the Neil Building. While providing similar services, the Gateway Community Advisors have a more facility focus than the Community Advisors at Buckeye Village and 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.
- 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 2018-2019 term begins May 7, 2018 and ends May 6, 2019.
  - For 9-month positions, the 2018-2019 term begins August 5, 2018 and ends May 6, 2019.
  - 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.

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.
- CAs serve in a rotational on-call system with other staff members.
  - Buckeye Village
    - Serve on-call a week at a time and are provided a university cell phone during the hours of 8pm to 8am.
    - CAs do rounds four times a week.
  - Gateway
    - Serve on-call a week at a time and are provided a university cell phone during this time. CAs are not expected to respond during class.
    - CAs do rounds twice a day (once in the morning and once in the evening)
- Collaborate with a 24-house security team.

  - Neil Building
    - An on-call shift is from 7:00pm to 7:00am during the week (Monday-Sunday).
  - During 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).
  - Neil and Buckeye Village
    - CAs are expected to work at their community’s front desk as an Office Assistant during on call responsibilities. They provide customer service and promote community. Specific times for desk shifts will be arranged with each individual staff.

- CAs may have programming requirements.
  - CAs for Neil and Buckeye Village 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 for the Gateway may have limited programming expectations as determined by their supervisor.

- CAs are allowed 10 nights away during a semester with their supervisor’s permission.

**Remuneration (for academic year term of August 2018-May 2019)**

- A single room with private bath for the term of appointment in the hall to which you are assigned, a discounted meal plan, and a bi-weekly stipend.
- A cash stipend will be provided for every two week period during the appointment. The cash stipend will be paid every other Friday. The two week period and the bi-weekly Friday pay date are based upon the university’s bi-weekly pay calendar.

<table>
<thead>
<tr>
<th>Position</th>
<th>Bi-weekly Pay</th>
<th>Full Stipend Amount</th>
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</thead>
<tbody>
<tr>
<td>CA 1 w/o BA degree 9 month appt.</td>
<td>$151.00</td>
<td>$3,030.00</td>
</tr>
<tr>
<td>CA 1 w/o BA degree 12 month appt.</td>
<td>$151.00</td>
<td>$3,926.00</td>
</tr>
<tr>
<td>CA 1 w/BA degree 9 month appt</td>
<td>$210.00</td>
<td>$4,200.00</td>
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<tr>
<td>CA 1 w/BA degree 12 month appt</td>
<td>$210.00</td>
<td>$5,460.00</td>
</tr>
</tbody>
</table>
• CAs are not required to purchase one of the dining plans but may do so at the staff rate. 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.
• Local telephone service is provided at no cost. You will be responsible for payment of long distance calls from your telephone.
• As a CA, vacation and sick leave benefits do not accrue to you.