



Position Description

Classification: Student Assistant		Job Code:	7968
Working Title: Community Advisor (Neil Building)		Pay Range:	01
		Position #:	
Employee Name:			
Department Area:	Residence Life		
Hours/Shift:	20 hours per week average, 10 or 12 months		
Summary of Duties:	Community Advisors are graduate-level, non-traditional undergraduate, or undergraduate (3 years post-high school) students who contribute to the facility operation, resident support and administration of the Hall Complex. Specifically, Community Advisors are responsible for assisting students in crisis, conducting community meetings, planning and implementing cultural, educational, social and informational programs, serving as a resource to residents, aiding students in transition, regular on-call duties as assigned, and assisting with the management of their residential community.		
Supervision and Essential Duties: May divide into as many sections as needed, but all sections must total 100%	40%	Build community and foster relationships with residents; coordinate programs and events to address the needs of the community and reflect Housing's core values (Wellness, Community, Inclusion and Learning); serve as a resource for social, academic and personal needs	
	30%	Facilitate suitemate/roommate agreements (if applicable); assist students in crisis; address conflicts and facilitate mediations; Serve on-call functions during regularly assigned evening and weekend hours and over breaks as specified by the Housing Coordinator, conduct rounds and Office Assistant responsibilities during on-call; address safety concerns, behavior concerns, and policy violations	
	15%	Complete administrative tasks; create regular newsletters or other forms of communication; monitor/report maintenance, housekeeping and other management issues and concerns; assist with move in and check out processes.	
	15%	Meet regularly with supervisor; attend weekly staff meetings, in-services and other development opportunities, participate in Autumn and on-going training; create door decorations and bulletin boards (if applicable); work with faculty; perform other job-related duties as assigned	
Education and Experience:	Required:	Enrolled as a fulltime student at the start of Autumn semester; must be in good academic standing; minimum number of credits determined by the academic college; 2.5 cumulative and semester GPA (throughout hiring process and during length of employment); available for the entire academic year; available for Autumn Training (typically 2 weeks before Move In Day), must be 3 years post high graduation.	
	Desired:	Community living experience and/or employment in a residential setting; transferable skills	
Additional Information:		This position is designated as halftime (50%) by the University. University policy limits any additional campus employment to no more than 8 hours	