Community Advisors – Additional Information

The Veteran House Community Advisor (CA) provides similar services as Resident Advisors; however the Community Advisor has more of a facility focus. Please see the individual job description 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 9-month position. The 2017-2018 term begins August 6, 2017 and ends May 6, 2018.
  - 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.
- Participate in the 1 credit RA course starting the week of February 27, 2017 unless already completed in a previous year.
- 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.
- CAs are required to work on a staff team. This may include undergraduate students.
- CAs serve in an on-call system for the Vet House.
  - 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).
- CAs may 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 may be expected and will be outlined by the supervisor.
  - There may have limited programming expectations as determined by their supervisor.
- CAs are allowed 9 nights away during a semester with their supervisor’s permission.

**Remuneration**
- Included a room in the hall to which you are assigned, a discounted meal plan, and a bi-weekly stipend.
- 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.

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<th>Position</th>
<th>Bi-weekly Pay</th>
<th>Full Stipend Amount</th>
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<tr>
<td>CA 1 w/o BA degree 9 month appt.</td>
<td>$151.00</td>
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<td>CA 1 w/BA degree 12 month appt</td>
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