Classification: Student Assistant | Job Code: 7968

Working Title: Community Advisor (Gateway) | Pay Range: 01

Position #: 

Employee Name: 

Department Area: Residence Life

Hours/Shift: 20 hours per week, 9 or 12 months

Summary of Duties:
The Gateway Community Advisor is an undergraduate, non-traditional or graduate student who contributes to the facility operation, resident support and administration of the Gateway residential apartments. Specifically, the Gateway Community Advisor is responsible for assisting students in crisis, conducting community meetings, 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Duties</th>
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<tbody>
<tr>
<td>50%</td>
<td>Complete on-call responsibilities; assist students in crisis; address conflicts and facilitate mediations; walk property daily; address safety concerns, inappropriate behavior and policy violations; respond to fire alarms and CO2 alarms; assist with lock outs; check-in/check-out duties</td>
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<tr>
<td>30%</td>
<td>Build and foster relationships; monitor maintenance, housekeeping and other management issues and concerns; serve as a resource for social, academic and personal needs; complete administrative tasks</td>
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<tr>
<td>20%</td>
<td>Meet regularly with supervisor; attend weekly staff meetings, in-services and other development opportunities, participate in Autumn and on-going training; Perform other job related duties as assigned</td>
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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)

Desired: Community living experience and/or employment in a residential setting; transferable skills

Additional Information: This student position is designated as halftime (50%) by the University. University policy limits any additional campus employment to no more than 8 hours.