



## COMMUNITY ADVISOR POSITION DESCRIPTION OFFICE OF CAMPUS LIFE 2012 - 2013

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### JOB EXPECTATIONS

Campus Life is seeking mature individuals with strong interpersonal skills and leadership abilities to assist students in their personal and academic growth and to develop a hall environment where individual responsibility and respect for differences are fostered and valued. Community Advisors must challenge themselves to achieve higher levels of awareness concerning their own identities and perceptions, as well as understanding the identities and perception of others. The expectation of the CA is to be known, visible, approachable, and active members of the College community. The hall staff position requires dedication, flexibility, commitment and enthusiasm as the CA will actively respond to the changing needs and situations of residents.

Community Advisors must also maintain sensitivity to cultural norms and work to be an ally for students in matters of diversity. CAs complement the process of formal education by establishing a positive and inclusive community, thus enhancing the quality of life in the residence halls. A successful CA is concerned with the growth and development of each individual in their hall and is expected to promote an environment conducive to the overall wellness needs of the residents and encourages student responsibility and accountability.

Community Advisors will be responsible for sharing leadership with co-CAs, communicating effectively and maturely with students, staff, faculty and the public. CAs are expected to lead First Year and transfer students during the Class 2016 Orientation and to aid the College in the overall operation of the Residential Education and Living Program. Staff members must possess strong interpersonal communication skills, a high level of motivation, and a desire to provide incoming students with a high quality experience.

### CORE RESPONSIBILITIES

#### COMMUNITY DEVELOPMENT:

- Develop respectful and personable relationships with residents, and assist them in getting to know one another.
- Work cooperatively with residents to ensure an environment that displays respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Recognize and help residents understand the various backgrounds and experiences within the residence hall.
- Hold community meetings at the beginning of each semester and throughout the semester as needed to discuss community issues as well as to provide an opportunity for residents to meet one another.
- Facilitate on-going discussions related to what community members expect of each other as well as how situations will be handled if a member is not living up to those expectations.
- Perform as a mediator in conflicts among residents and staff, within the limits of personal capabilities. Refer to the Area Resident Director or Assistant Director of Campus Life if necessary.
- Enhance the community within the residence hall by providing educational, cultural, and volunteer programming in conjunction with other campus leaders, Faculty/Staff Residents, and Faculty/Staff Associates.

#### INTERPERSONAL SKILLS:

- Provide for the positive influences of group living: recognition of varying lifestyles, attitudes, and values; development of mutual respect and concern; encouragement of self-discipline; emphasis of citizenship as a central focus in residential living.
- Convey a positive attitude towards the CA position and its responsibilities. Represent Colby College and the hall staff program in a professional manner to the students, staff, faculty, and the public.

#### ADMINISTRATIVE RESPONSIBILITIES:

- Attend and *actively participate* in weekly CA meetings.
- Check Community Advisor mailbox in Campus Life Office on a daily basis.
- Keep floor members informed of all pertinent campus information and deadlines, including, but not limited to, posting flyers and sending announcements.
- Attend and fully participate in the CA selection process as well as Room Draw nights as assigned by your supervisor.
- Participate in weekend community support capacity through an on-call system.
- Remain on campus through all contract dates.
- Work with residents in minimizing vandalism and damage to College and Residence Hall Property. Provide the Office of Campus Life with information to assist with damage assessment.
- Report to, and meet regularly with, the Area Resident Director assigned to your area and with the Assistant Director of Campus Life for Residential Education and Living.

#### RISK MANAGEMENT:

- Communicate and follow up with Campus Security concerning disturbances, circumstances out of the ordinary, or whenever needed.
- CAs serve as mandated reporters for sexual assault issues that are considered above and beyond their professional skills. When the immediate health of students is at risk, CAs are required to contact Campus Security.

Community Advisors work with elected student leaders and Faculty/Staff Residents in facilitating an environment which contributes to the intellectual, social, spiritual, and cultural development of all Colby students. He/she assumes overall responsibility for the management of a residential area with approximately 25-60 students. The primary responsibility, after his/her academic work, must be the position of Community Advisor. All CAs must be full-time students in good academic and judicial standing, with a minimum cumulative and semester GPA of 2.50. Community Advisors are placed in a single room and receive an estimated salary of \$3,300 (new) and \$3,500 (returning) for the 2012-2013 academic year paid in biweekly installments including Jan Plan. CAs not on campus during Jan Plan will not be paid for that month, thereby decreasing the overall salary. CAs may hold only one job on campus, and that is their position as a CA. Exceptions may be made, but only in cases that involve work that enhances your academic path on campus, such as research for a professor in your academic area and approved by the Assistant Director of Campus Life for Residential Education and Living.



## COMMUNITY ADVISOR 2012 – 2013 CONTRACT DATES:

Wednesday, Aug 15 <sup>th</sup>	<b>ARDs Return:</b> Training to begin at 6 pm
Sunday, Aug 19 <sup>th</sup>	<b>New Hire CAs</b> (hired in Spring of 2012) Arrive: Training to begin at 5 pm
Monday, Aug 20 <sup>th</sup>	<b>Returner CAs</b> Arrive: Welcome & Introductions begin at 6 pm  Orientation Begins Tuesday, Aug 28 <sup>th</sup> Training & Orientation ends Tuesday, Sept 4 <sup>th</sup>
Tuesday, Nov 20 <sup>th</sup>	Hall Staff must remain on campus until 5 pm to close residence halls (Thanksgiving Recess)
Wednesday, Dec 19 <sup>th</sup>	Hall Staff must remain on campus until NOON to close residence halls. (Winter Recess)
Saturday, Jan 5 <sup>th</sup>	<b>All Jan Plan hall staff</b> must return to campus by 2 pm to begin Training & Orientation prep at 3 pm
Sunday, Jan 6 <sup>th</sup>	<b>All Jan Plan hall staff</b> must participate in Mid-Year Orientation
Monday, Feb 4 <sup>th</sup>	<b>All CAs Return</b> to Campus by 4 pm for Spring Training Training will continue throughout Tuesday, February 5 <sup>th</sup>
Saturday, Mar 23 <sup>rd</sup>	Hall Staff must remain on campus until NOON to close residence halls (Spring Recess)
Mon, May 20 – Sun, May 26	Non-Senior Hall Staff must remain on campus for responsibilities with Senior Week, Baccalaureate and Commencement
Monday, May 27 <sup>th</sup>	Non-Senior Hall Staff must remain on campus until 9 am to close residence halls.

