COMMUNITY ADVISOR POSITION CONTRACT
OFFICE OF CAMPUS LIFE
2016-2017

JOB EXPECTATIONS

The Department of Campus Life is seeking mature individuals with strong interpersonal skills and leadership abilities to assist students in their personal and academic growth. The primary responsibility of the Community Advisor (CA) role is to develop a campus environment where individual responsibility and respect for differences are fostered and valued according to the values of the Colby Affirmation -- Integrity, Respect and Community. 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 CA upholds personal conduct befitting a role model and student leader, without legal or conduct involvement, and refraining from romantic or sexual relationships with residents in their care. The CA position requires dedication, flexibility, commitment and enthusiasm as the CA will actively respond to the changing needs of residents.

Community Advisors must also maintain sensitivity to cultural and identity issues 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 and the overall student experience?. 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 are a vital part of the network of student support. Community Advisors will be responsible for collaborating with a staff of CAs, communicating effectively and maturely with students, staff, faculty and the campus. CAs are expected to lead First Year and transfer students during First Year Orientation and to aid the College in the overall operation of the Residential Education and Living Program. CAs must possess strong interpersonal communication skills, a high level of motivation, and a desire to provide students with a high quality experience.
CORE RESPONSIBILITIES

Community Development:

- Develop connected, respectful and personable relationships with residents, and assist them in building a residence hall environment grounded in integrity, respect, and community.
- Work cooperatively with residents to ensure a community that is built on respect for the rights and privacy of others and promotes consideration of individual needs in a group living environment.
- Create a community that supports, understands, and is inclusive of the various backgrounds and experiences within the residence hall.
- Facilitate ongoing 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.
- Facilitate ongoing hall meeting using the Colby Affirmation as your guide
- Mediate conflicts that may arise.
- Enhance the community within the residence hall by providing thoughtful programming, which includes as specified at the start of each semester. Document programs.
- Utilize the QuERC (Question, Empathize, Refer, and Connect) protocol for position-related interactions with residents.

Administrative Responsibilities:

- Attend and actively participate in weekly CA meetings.
- Check Community Advisor mailbox in Campus Life Office minimally twice per week, and ideally once per day.
- Keep community members informed of events, policies, and deadlines, including, but not limited to posting flyers and updating bulletin boards.
- Remain on campus through all contract dates.
- Work with residents in minimizing vandalism and damage to the College and Residence Halls. Provide the Office of Campus Life with information to assist with damage assessment through use of damage billing information provided by the Office of Campus Life.
- Report to, and connect weekly with, the Area Resident Director assigned to your area. Meet with the Associate Director of Campus Life for Residential Education and Living and Training and Vision Coordinator as needed.
Risk Management:

- Discuss community expectations with residents proactively and in response to areas of concern.
- Communicate with and follow up with Campus Security concerning disturbances, vandalism, circumstances out of the ordinary, or whenever needed.
- CAs serve as responsible employees and therefore are mandated reporters for any known occurrences of sexual assault involving a student.
- CAs connect with other members of the network of student support, including Campus Life staff, Security, Advising Deans, Counseling Services, and Health Services, about the status of their community, and safety issues and patterns of concern among residents.

Community Advisors also 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. They assume overall responsibility for the management of a residential area with approximately 25-60 students. The primary responsibility, after their 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 for the 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 Associate Director of Campus Life.

I have read and accept the above expectations:

________________________________________  ________________________________
Signature                                                                 Date

________________________________________
Printed Name
Community Advisor 2017 – 2018 Contract Dates:

Tuesday, August 15th  
**ARDs Return**: Training to begin at 6 pm

Saturday, August 19th  
**CAs Arrive**: Welcome & Introductions begin at 6 pm

Orientation Begins Tuesday, August 29th  
Training & Orientation ends Tuesday, September 5th

Tuesday, November 21st  
Closing CA's must remain on campus until 5 pm to close residence halls

Tuesday, December 19th  
Closing Hall Staff must remain on campus until 5 pm to close residence halls.

Saturday, January 6th  
**All Jan Plan hall staff** must return by 2 pm to begin Training & Orientation prep at 3pm

Sunday, January 7th  
**All Jan Plan hall staff** must participate in Mid-Year Orientation

Sunday, February 4th  
**ARDs Return** by 12 noon. **All CAs Return** to Campus by 4 pm for Spring Training

Spring training is Sunday night, Monday and Tuesday, February 4th-6th

Saturday, March 24th  
Hall Staff must remain on campus until 2pm to close residence halls

(Spring Recess)

Monday, May 21st-Monday, May 28th  
Non-Senior Hall Staff must remain on campus for responsibilities with Senior Week, Baccalaureate and Commencement. Seniors will be released from Hall Staff duties at noon on Monday, May 21st.

Monday, May 22nd  
Non-Senior Hall Staff must remain on campus until 9 am to close residence halls.