

Community Advisor Job Description

Requirements:

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CA's are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term)
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.
8. On-campus employment is encouraged. It is recommended that off-campus employment be limited to an average of 10-15 hours per week.

Staff Responsibilities:

► COMMUNITY DEVELOPMENT:

1. Develop interpersonal relationships with floor residents.
2. Assert yourself as an advisor through preventive, supportive and informative advising.
3. Be an effective listener and communicator.
4. Act as an educational resource and provide referrals when appropriate.

► PROGRAMMING ROLE:

1. Conduct monthly floor meetings and use additional means by which to survey interests, needs, and capabilities of your residents.
2. Promote hall, floor, and Residence Life program activities.
3. Plan, initiate, and evaluate a number of educational programs each semester as required.
4. Work closely with your hall government representatives in promoting floor unity and identity.
5. Encourage interaction between faculty, staff and students.

► ADMINISTRATIVE ROLE:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
3. Assist in the evacuation of the hall during emergencies.
4. Be on duty for the entire hall on a scheduled rotating basis established by the Area Coordinator.
5. Address violations of policy.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

Additional Expectations:

*Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.

*Serve as a role model to other students.

*Be present in the hall most evenings and weekends. Schedule one weekend off each month with AC.

*CA's are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Director of Residence Life, and Associate Dean of Students.

*CA's are expected to notify and/or obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

Remuneration:

* CA's receive a stipend that approximately equals the yearly residence hall room rate plus ½ the board rate.

* The Community Advisor Position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume and credentials.