

Community Advisor Position Description

I. Position Overview and Philosophical Foundations:

The Community Advisor (CA) position is a 20-hour per week, live-in, student leader position in Housing & Residential Education within the Division of Student Affairs at the University of Utah.

A Community Advisor develop a cooperative, inclusive living community in the residence halls. CAs support residents regardless of race, class, gender, sexual orientation, religion, age, size, ability, and a variety of other issues surrounding identity on campus.

Within a residential community, Community Advisors develop personal relationships with residents, support collegiate success, foster a sense of belonging, promote personal development and stimulate civic engagement. Community Advisors work as a team with fellow leaders to make residents feel at-home on campus by assisting with development of the hall-wide community, residential curriculum, administrative responsibilities, and cross collaboration with PAs/SJAs.

A Community Advisor is supervised by and reports directly to an Assistant Area Coordinator and works collaboratively within a team of student leaders.

II. Duty and Responsibilities

- **Supervision**
 - Meet on a weekly basis with direct supervisor in a one-on-one meeting.
 - Attend weekly staff meetings on Mondays from 9:00pm-11:00pm, while class is in session.
 - Discuss time off/nights away with your supervisor. Community Advisors are expected to be in the community no later than 2:00 am every night, including weekends, with a maximum of 10 nights away a semester.
 - Attend all scheduled trainings.
- **Community Development**
 - Develop a community and educational environment that encourages growth opportunities and positive relationships among residents through formal and informal conversations.
 - Implement pre-made lesson plans through a variety of strategies such as community meetings, planned individual conversations ("U-talks"), door decorations/bulletin boards, and promoting campus events.
 - Align all strategies with a residential curriculum to promote collegiate success, culture of belonging, civic engagement, and personal development.
 - Engage students and staff in residence halls and campus community while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.)
 - Foster community by managing roommate agreements, conducting roommate mediations and working with residents of intrapersonal conflicts; establishing community standards, leading community meetings, posting important information, etc.
 - Support other student leaders including the Social Justice Advocates, Programming Assistants, RHA, and Front Desk staffs to deepen community engagement as a focus of all strategies.
 - I. Promote and attend RHA opening events in August.
 - II. Promote and attend at least one RHA, SJA, and PA program per semester.
- **Availability & Approachability**
 - Maintain an open door policy, barring privacy, study, and sleep.

- Inspire a sense of belonging in on-campus residents.
- Regularly assess resident needs and develop strategies to address them.
- Role model healthy behavior- i.e. sleep, balancing academic and social life, class attendance, etc.
- **Administrative Tasks**
 - Assist with Hall-Opening, Hall-Closing, Health & Safety Checks and other administrative protocols.
 - Ethically use resident personal information, keys and building access.
 - Complete necessary forms, transition reports, roommate agreements, and room change forms.
 - Consistently check and promptly respond to e-mails.
 - Promote resident engagement in the annual Resident Feedback Survey.
 - Other duties as assigned including: managing social media, attending Student Leader Council, and writing Of-The-Month nominations.
 - Other administrative tasks as they surface.
- **Community Relations**
 - Acquire working knowledge and refer residents of university academic and personal resources.
 - Maintain communication and positive relations with residents, students, and professional staff including that of the Housing & Residential Education office, Heritage Commons, Guest House and Conference Services, and maintenance and custodial when opportunities present themselves.
 - Coordinate or represent the department on committees such as recruitment activities, interviews, student leader council or other projects as assigned y and or/outlined
- **Emergency/Crisis Response & Policies**
 - Adhere to policies and procedures in the Heritage Commons Residence Hall & Apartment Policies.
 - Acquire working knowledge of CA/RA duty protocols to confront and document policy violations, submit maintenance work-requests, and implement emergency procedures.
 - I. Foster a social environment for all residents during assigned rounds times.
 - II. Remain in your assigned coverage area throughout CA/RA duty coverage.
 - III. Fulfill CA/RA duty coverage over University holidays and breaks as needed.
 - Respond to exigent and emergency situations as directed by HRE Staff and emergency responders.

III. Position Requirements

- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours per semester. For graduate level students, maintain at least 9 credits and no more than 12 credit hours.
- Community Advisor positions are hired for a full academic year of employment: early-August to mid-May.
- The following GPAs must be maintained:
 - I. For all CAs, maintain a 2.5 GPA (cumulative and semester).
- Limit other employment and extracurricular activities to 15 hours or less including travel time. If 10 or more of these hours are worked at the Peterson Heritage Center front desk or mailroom, then you are allowed up to 20 hours of extracurricular activities. All extracurricular activities and work commitments must be pre-approved through your AC.
- Free of any disciplinary sanctions imposed through the University conduct system at the time of position acceptance and throughout employment in the position.
- Be in and remain in good financial standing with Housing & Residential Education.

IV. Compensation

- Community Advisors receive a credit towards their Housing U account to cover the cost of their assigned room, which is a double room in Chapel Glen used as a single.
- Residential Meal Plan Block 150.
- RHA dues