

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. CAs support the HRE goal of developing an inclusive and engaged community where all members thrive. 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 work as a team with fellow student leaders to make residents feel at-home on campus by assisting with development of the hall-wide community, residential learning model, administrative responsibilities, and cross collaboration with PAs/SJAs/RAs.

A Community Advisor is supervised by and reports directly to a Resident Director (RD) and a Graduate Assistant (GA) and works within a team of Community Advisors/Resident Advisors in Chapel Glen.

II. Responsibilities

Community Development Strategies

- Develop a community and educational environment that encourages growth opportunities and positive relationships among residents through formal and informal conversations.
- Foster community by conducting roommate mediations and working with residents' intrapersonal conflicts in collaboration with RAs in assigned area.
- Align all strategies with a Residential Learning Model to promote collegiate success, culture of belonging, civic engagement, and personal development.
- Implement pre-made lesson plans using a variety of strategies such as community meetings, planned individual conversations ("U-talks"), door decorations/bulletin boards, and attending campus events in collaboration with RAs in assigned area.
- Execute assessment techniques including logging information and recording data from outreach and attendance.
- Engage students and staff while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.).
- Support additional HRE strategies: Social Justice Advocates and Residence Hall Association.
 - Promote and attend RHA opening events in August.
 - Promote and support the overall efforts of the Educational Initiatives team
 - Promote and attend all Promote & Go's put on by RHA and SJAs, including End of Year Bash as stated in the Residential Learning Model.
- Develop and execute a signature event on a weekend evening in collaboration with their area team.
- Role model healthy behaviors- i.e. sleep, balancing academic and social life, class attendance, etc.
- Attend and help with Red, White, and U Day in mid-April.

Supervision

- Meet on a weekly basis with direct supervisor(s) in a one-on-one meeting.
- Attend weekly staff meetings on Mondays from 9:00pm-11:00pm during the academic year, except during university closures or breaks.
- Discuss time off/nights away with supervisor. Community Advisors are expected to be in the community no later than 2:00 am every night, including weekends, with a maximum of 16 nights away a semester.
- Attend all scheduled trainings, including an intensive in-person training prior to fall semester from Sunday August 4th 2019 – Sunday August 18th 2019

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, and paperwork, including all tasks required for spending of HRE funds.
- Consistently check and promptly respond to e-mails and other forms of communication.
- Other duties as assigned including: managing social media, attending Student Leader Council, writing Of-The-Month nominations, and promoting the annual Resident Satisfaction Survey, etc.

Community Relations

- Acquire working knowledge of residents and university resources and refer residents to appropriate resources to support their success.
- Maintain positive communication with residents, students, and professional staff including Housing & Residential Education Administrative Services staff, Facilities staff and Custodial Staff.
- Coordinate or represent the department on committees such as recruitment activities, interviews, Student Leader Council or other projects as assigned and or/outlined.

Emergency/Crisis Response & Policies

- Adhere to policies and procedures outlined in the Housing and Residential Education Resident Policies and Responsibilities
- Serve on weekly/bi-weekly duty rotation in assigned residential community.
 - Includes weekends and evenings throughout the school year, and may include break periods based on residential community assignment.
- Learn and execute policy enforcement protocols to confront and document policy violations, submit maintenance work-requests, and implement emergency response.
 - Foster a welcoming environment for all residents during assigned rounds times.
 - Remain in assigned coverage area throughout duty coverage.
- Understand and implement responsibilities as a Campus Security Authority.

III. Additional Requirements

- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours per semester, unless a credit hour exemption is requested and approved by HRE. For graduate level students, maintain at least 9 and no more than 12 credit hours.
- Serve for an academic year from early-August to mid-May.
- Maintain a commitment to collegiate success, including Grade Point Average expectations:
 - For all CAs maintain a 2.5 GPA (cumulative and semester).
- During the time as a student leader, remain free of any disciplinary sanctions imposed through the University conduct system.
- Establish and maintain in good financial standing with Housing & Residential Education.
- 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, MHC front desk, or Lassonde 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 supervisor(s).

IV. Compensation

- Community Advisors receive a credit toward their Housing U account to cover the cost of their assigned room, which is a double room in Chapel Glen used as a single.
- Student Leaders are responsible for any fee associated with optional services requested. (ie. Bed Lofts)
- Residential Block 150 plan
- Residence Hall Association dues

V. Additional Information:

- Student Leaders are required to return to campus by 10am on Wednesday, January 1, 2020 to resume job responsibilities. All Student Leaders are able to return on Tuesday, December 31, 2019.
- Residential Areas remain open over University closures during the semester, including Fall Break, Thanksgiving Break, and Spring Break. CAs may be called to/assigned to serve on the duty rotation during these times and will be scheduled based on residential area.