

*Hamline University*  
*Residential Life Office*  
**Community Advisor Job Description**

*The Residential Life Office, a department within Student Affairs, is an integral part of Hamline University and the lives of its students. Through its commitment to the principles of student development, the Residential Life Office encourages a living/learning environment that fosters personal, interpersonal, and intellectual growth, as well as the appreciation of diversity within the University community. Toward these ends, a trained staff of professionals and para-professionals strives to provide a self-supporting, effectively managed organization designed to meet students' needs for comfortable and secure residences.*

The Community Advisor (CA) is a peer educator, working with residents to assist in addressing their needs within the residence hall and the University community. The position is particularly challenging as the CA becomes counsel to students and administrators alike—balancing rights and responsibilities for both the individual as well as dealing with their own pressures of personal and academic responsibilities. To support, guide, and direct those Community Advisors, a Residence Hall Director works to create a safe, secure environment that fosters the educational mission of the University and enhances the personal development of students.

#### **EMPLOYMENT REQUIREMENTS**

- A. Community Advisors must maintain a cumulative GPA of 2.5 or higher during their entire employment and may not be on academic probation when applying.
- B. Work and/or participation in any organized group or team may not exceed:
  - \*Twenty-five (25) hours if enrolled in 16 credits
  - \*Fifteen (15) hours if enrolled in 20 credits
  - \*Internships for credits will be counted as outside hours.
  - \*Any requests for additional hours are to be approved by the Hall Director.
  - \*The Hall Director may require that an CA drop outside commitments based on performance.
- C. First year Community Advisors cannot hold the following positions: Liner Editor, Oracle Editor, or student teaching due to time commitment restraints. Returning Community Advisors may hold the above positions with prior approval from their Hall Director. At no time may a CA be an SOS Leader due to time commitment restraints.
- D. Community Advisors may not study abroad during their employment. They must be on campus all three terms (Fall, Winter (J-Term), and Spring). Academic leaves will only be considered during Winter (J-Term) term. These requests will be handled on a first-come, first-serve basis. Requests made on applications will be given priority over those that have not been previously indicated.
- E. Community Advisors must participate in all four Spring Meetings (exceptions made only for class attendance), held:
  - **Thursday, March 16 from 11:30 to 12:30**
  - **Thursday, March 30 from 6pm to 8pm**
  - **Sunday, April 16 from 6pm to 8pm**
  - **Monday, April 24 from 6pm to 8pm**
- F. New Community Advisors must complete all parts of the Spring Internship by April 28.
- G. Community Advisors must be present for all of Fall Training. **Tentative dates are Aug 21<sup>st</sup> - September 1st.**
- H. Community Advisors must be able to attend staff meetings, which will take place **Monday evenings between 5-7pm.**

## **POSITION DESCRIPTION**

A Community Advisor works as an advisor to individual students within First Year student communities. A Community Advisor assists students in developing a residential community in the living unit. Staff and students work cooperatively to identify student needs and respond to the needs through a variety of activities and programs. Community Advisors will work together with Resident Assistants on their floors to help First Year students make the transition to University life by serving as an important part of the First Year Experience living communities. A Community Advisor is a member of the Residential Life staff and is directly responsible to the Residence Hall Director. Under the supervision of the Residence Hall Director, the Community Advisor will fulfill the general requirements and responsibilities of this job description and in the Community Advisor Employment Agreement.

## **RESPONSIBILITIES**

### ***Administrative***

- Complete administrative tasks as designated by the Residence Hall Director
- Assist in opening and closing the building at the beginning and end of each semester and at vacation periods.
- Attend weekly staff meetings.
- Meet regularly with your Residence Hall Director for individual meetings.

### ***Availability and Approachability***

#### **Availability**

- Be visible and available to residents, especially during evening and weekend periods.
- Indicate to the residents that you are willing spend time with them. If a student wishes to speak with you when you are busy, arrange another time when you can talk.

#### **Approachability**

- Know all the residents on your floor/area. Try to be aware of and respond to their social and academic concerns.
- Provide students with opportunities to talk about themselves, their interests, and their ideas.
- Initiate informal conversations with students where they congregate.
- Respond to personal concerns and difficulties of residents of both an individual and group basis.
- Consult with your Residence Hall Director on problems or situations that might require prolonged or professional attention.

#### **Personal Interaction**

- Demonstrate effective listening skills: listen attentively; demonstrate understanding; focus on feelings; give feedback when appropriate; explore alternatives; and show genuine interest.
- Develop a good rapport with residents: be personable and friendly; join them for meals; get to know them as people; and be comfortable talking about yourself.
- Treat personal conversations confidentially.

#### **Intervention in Problem Situations**

- Offer support and ideas on how to responding to problems.
- Encourage students to accept responsibility in dealing with others and follow up on situations brought to your attention.
- Offer yourself as a mediator as needed.
- Intervene on your own initiative when the circumstances warrant it.
- Be consistent.
- Seek all sides of a story before suggesting a solution.
- Consider and weigh extenuating circumstances.
- Handle situations objectively, without favoritism or bias.
- Contact the Residence Hall Director as needed and always inform them of problem situations in a timely manner.

### ***Commitment***

- Cooperate with the Residence Hall Director and other staff members in supporting staff decisions.
- Show a positive attitude towards the residence life program at Hamline as well as actions taken and programs implemented at the University by demonstrating initiative, dependability, and responsibility.
- Be aware that you are identified as a role model and a representative of The Office of Residential Life and Hamline University, both inside and outside the hall and University.
- Demonstrate a commitment to helping others learn about issues of diversity through your actions and efforts as a Community Advisor.
- Whenever possible, participate in planned and spontaneous staff activities to help promote staff unity by getting to know staff members on an informal basis.
- Fulfill the requirements of in-service training sessions and Fall & Spring Training.

### ***Communication and Referral Source***

- Keep the Residence Hall Director up-to-date on what is happening on your floor/area; provide feedback to your HD on your perception of the hall environment, staff interactions and job performance
- Keep students informed about the University and happenings on campus by posting signs, using bulletin boards and holding regular floor meetings.
- Be familiar with university policies, Residential Life policies, and the room and board services contract.
- Be familiar with “helping services” such as Safety and Security, Career Development Center, Counseling and Health Services, Financial Aid, and Academic Services. Make referrals when necessary.
- Utilize the Residence Hall Director as a resource to help and assist in problem resolution and referral.
- Be helpful to students seeking information or assistance.
- Keep the HD up-to-date regarding your academics so she or he may offer support and assistance.

### ***Community Development***

- Strive to develop a sense of community among residents of your floor by building on the foundation provided by New Student Days and assist students in developing an environment that fosters self-responsibility and respect among members of the hall community.
- Seek to develop a community which fosters an appreciation and education of diversity through programs, activities, and the day-to-day interaction among members of the community.
- Show a positive attitude towards the Residential Life program as well as towards actions taken and programs implemented at the University by demonstrating initiative, dependability, and responsibility.
- Work with residents to develop a written outline of community expectations also known as the Community Charter.
- Be familiar with and be able to explain Residential Life policies and procedures, University policies, and the Residential Life judicial process. Comply with the rules and regulations; refer violations to your Residence Hall Director.

### ***Programming***

- Support the programming goals of the Residential Life Office by completing programming requirements. This will involve efforts to initiate, plan, and organize opportunities for students to develop a sense of community, enhance academic development, challenge their personal growth and seek to experience and appreciate a diverse society.
- Seek student suggestions and serve as a coordinator, motivator, and resource person in encouraging and assisting residents of the floor through the planning and development of programs and events.

- Delegate responsibility when necessary or appropriate.
- Attend and be active in floor/hall programs and hall government.

### **COMPENSATION**

Compensation for the Community Advisor position is a single room, paid for by the CA, which will be billed at the rate of a double room, local phone service (except long distance), call waiting, caller ID (only if your phone is capable of this), cable TV, internet hookup, and para-professional training.