



2012-2013 Community Advisor Application

Department of Community Living, Brandeis University

Dear Applicant,

Welcome to the Department of Community Living at Brandeis University. We are so pleased that you are considering the Community Advisor (CA) position for the 2012-2013 academic year.

Leadership within the residential community at Brandeis is a rewarding experience which will allow you to grow professionally and personally. For many, the role of Community Advisor opens doors they never knew existed.

Applying for this position is often as enriching as being in the position itself. It is our hope that through this application process, you will gain insight into how Brandeis University serves students outside the classroom.

Please read over the application carefully. For further information about the position, please look over our website, attend an information session, or contact us at: caselection1213@brandeis.edu.

We look forward to meeting you!

Sincerely,

Stephanie Crane
Community Development Coordinator
Charles River Apartments & Foster Mods

caselection1213@brandeis.edu
(781) 736-5060
www.brandeis.edu/dcl



Community Advisor Position Description

Department of Community Living, Brandeis University

Community Advisor Description

Overview

The CA plays a key role in the Department of Community Living. The Department of Community Living employs approximately 70 Community Advisors. Working closely with full time professional staff, Community Advisors are responsible for the overall supervision of a sub-community of 30 to 100 residents. As integral members of the Community Living staff, CAs endeavor to foster safe, healthy residential environments supportive of students' personal and academic growth. CAs act as community developers, supporters of the academic mission, community standards educators, peer advisors, team members, housing and facilities liaisons, and administrators, while remaining successful students at Brandeis University. The CA position is a full-academic-year commitment. Students planning to study abroad or graduate early are not eligible to apply.

Eligibility

- Have lived in on-campus housing for a minimum of 1 semester prior to time of appointment (preference given to Brandeis residential experience).
- Have completed a minimum of one year of post-secondary coursework before the period of appointment.
- Have a minimum of a 2.5 cumulative grade point average.
- Be enrolled as a full-time credit bearing student at Brandeis University, for the nine-month academic year and must maintain good academic standing during the entire period of appointment.
- Carry no more than 5.5 classes per semester and no less than 3 classes without prior approval.
- CAs may not serve as a member of the University Conduct Board, Roosevelt Fellow, an Orientation Leader, a member of the Campus Center Team, or participate in any club, organization, or obligation that will interfere with primary CA trainings or responsibilities.

Must be able to meet the following mandatory requirements:

- Tuesday nights: 7-10:30pm
- Spring Semester Training Events: Various sessions will be held throughout the spring semester
- Fall Training: CAs are expected to return to campus in mid-August. Exact dates TBD.
- Winter Closing: CAs are expected to stay until 6pm the day after the end of final exams.
- Winter Training: CAs are expected to return to campus the week prior to the start of spring semester classes.
- Spring Closing: CAs are expected to stay until the day after the residence halls close, and will also be given the opportunity to stay until the day after Commencement in exchange for duty coverage and assistance with closing.

****Please note: Final dates will be included with all position offers.**

Summer CA and Training Assistant Position

The Summer Community Advisor position is a collaborative job that incorporates 'typical' CA responsibilities as mentioned above, with a focus on planning the August CA training. There is a strong emphasis group work with the fellow CAs, as you will meet weekly to discuss projects related to the planning and implementation of training. Additionally Summer CAs should be autonomous as well as have a strong attention to detail.

Summer CAs may choose to take summer courses or take on outside jobs or internships. Please be aware that external commitments to the Summer CA role may not exceed 30 hours per week. Due to training needs, preference for the Summer CA appointments will be given to CAs who will also be on staff for the 2012-2013 academic year. Preference will also be given to applicants with prior CA experience.

In addition to the requirements listed above, Summer CAs are required to attend and participate in:

- **Community Advisor Training:** Full participation in May Training is mandatory.
- **Weekly Office Hours:** CAs will be expected to work 8 hours per week in the Community Living main office. Hours will occur between 9 AM & 5 PM on weekdays.
- **Meetings:** CAs will be expected to participate in weekly meetings with their supervisors.
- **Evening and weekend On-Call Responsibilities:** All CAs share on-call responsibilities as fairly and equally as possible.

Common Cause Community (C3), Community Advisor

Community Advisors in these communities are granted enhanced leadership opportunity. This includes specific and additional programming requirements, hall meetings and other responsibilities based on the needs of the community.

First Year Quads:

Success & Service: For students who will also be enrolled in the First Year Experience class. This community will focus on involvement in Brandeis leadership and how to make the most of their Brandeis experience.

Thinking Green: An opportunity for new students get involved on and off campus in sustainability initiatives and in living and thinking in an environmentally sustainable way.

For Sophomore Quads:

Be the Change Suites: The 'Be the Change' suites are opportunities for students to live and work together for a common cause. What is unique about this program is that students have the opportunity to create their own communities and choose their own social justice causes. Past causes have included: censorship, education, and food pantries for local residents.

For Junior Quads:

Substance Free Living: A floor for juniors who wish to be intentional about living in a substance free environment or wish to offer further education about responsible use of alcohol.

For Senior Quads:

Balanced Living House: The balanced living house (BLH) is an opportunity for selected seniors to explore holistic wellness in a more independent living environment. Student in the BLH explore healthy eating, exercise, stress reduction and a balanced life style.



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Candidate Packet Instructions & Checklist

Please submit the following materials to the Community Living office no later than 4pm on Monday, January 27th, 2012. Only complete applications will be accepted.

Candidate Information Sheet

Please submit a completed candidate information sheet with the application.

Cover Letter and Resume

Please submit a one page maximum cover letter and your resume with the application. Your cover letter should emphasize why you want to be a Community Advisor. Please provide us with a specific instance of how you have utilized skills, abilities and qualities that would directly relate to the CA position. We highly encourage you to have your cover letter and resume reviewed by the Hiatt Career Center.

GPA

Please print your cumulative GPA from SAGE.

Recommendations

Please submit two completed recommendation forms with your application. Your recommendations should consist of the following:

1. A current or former supervisor, coach, club advisor or professor – This person should have overseen you in some group work or capacity that directly relates to the Community Advisor Position.
2. Your current or former Community Advisor, or one of the Community Development Coordinators – Please schedule a 10-15 minute meeting with him/her to gain a better understanding of the Community Advisor position and have them complete and turn in the recommendation form to the Department of Community Living on your behalf by 1/30/12.

Questions

Please submit answers to the following questions:

1. What qualities would you bring to the Community Advisor program? Please think outside the box. Your response is not limited to writing. You may also include photos, drawings, videos, or other creative outlets that will provide genuine insight into who you are as a candidate.
2. What do you see as your biggest challenge if hired as a Community Advisor? How do you see yourself overcoming that challenge? (300 word limit)
3. Please identify the specific class-year (not building) that you envision yourself working with most effectively. Provide us with a list of specific needs of that class-year and design an intentional program to address one or all of those needs. Include how you would use a \$20 budget, how you would advertise, resources you might use, and any other information that would go into the planning of this program.



Community Advisor Candidate Information Sheet
Department of Community Living, Brandeis University

Name: _____ Class Year: _____

Home Address: _____

Major(s): _____

Minor(s)/Program(s): _____

Mail Box Number: _____ Campus Ext./Cell Phone: _____

Email Address: _____ Cumulative GPA: _____

Position(s) Applying for:

- Summer 2012
- Academic Year 2012-2013
- I'd be interested in learning more about being a CA in a Common Cause Community (C3).

Please list which you are interested in working with in order of preference:

By signing below, I certify that all information is factually true and honestly presented and indicate my understanding that my judicial and academic records will be reviewed to verify that I am in good standing.

Signature: _____ Date: _____



Community Advisor Recommendation Form
Department of Community Living, Brandeis University

To the applicant: Please complete the top portion of this form before giving it to your reference. You will need to secure two recommendations, one of which must be from a current or former supervisor, coach, club advisor or professor who can speak to your experience that would directly relate to the Community Advisor role and the other which must be from your current or former Community Advisor.

Last Name: _____ First Name: _____ Middle Initial: _____

This recommendation is due on Monday, January 30, 2012. Please send to the Department of Community Living, Usdan G32, MS: 220.

Under the terms of the Family Rights and Privacy Act of 1974, applicants have the right to review recommendations. Please indicate if you wish to waive or retain this right by checking one of the following:

- I hereby retain my right to review this recommendation.
 I hereby waive my right to review this recommendation.

Applicant Signature: _____ Date: _____

To the recommender: The above student is applying for the Community Advisor (CA) position. Students applying for this position should demonstrate a commitment to the Brandeis core values of citizenship, integrity, respect, civility, lifelong learning, and embracing diversity. For more information about the CA position, please contact the student for a description.

Referee contact information:

Name: _____

Position: _____ Office/Department: _____

Phone: _____ Email: _____

Length of time you have known the applicant: _____ Relationship to the applicant: _____

Please fill out the form on the next page.

Community Advisor-Recommendation Form

Please evaluate the candidate on each of the following characteristics relative to other students you have known. Please give your honest and fair appraisal of the candidate's ability to meet the below criteria. Also, in the space provided please provide examples as to how the candidate has displayed each characteristic. If you would prefer formal letters of recommendations in lieu of providing comments, please rate the criteria and attach a letter of recommendation. Thank you!

Flexibility (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Motivation (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Communication (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Maturity (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Group Interaction (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Leadership (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Positive Attitude (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

Creativity (Please check one)

Outstanding	More than Satisfactory	Satisfactory	Needs Improvement	Unsatisfactory	Unable to Evaluate

Comments/Examples:

I recommend this applicant:

Not at All	Minimally			Moderately				Enthusiastically		
0	1	2	3	4	5	6	7	8	9	10

Signature: _____ Date: _____



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