Head Community Advisor
Job Description – 2017-2018 Academic Year

Community Advisors (also known as CAs) are the paraprofessional staff members of the Department of Community Living and are highly valued members of the DCL team. Along with the professional staff members within DCL, they go above and beyond the call of duty regularly in their work with their residents and with campus partners to spark community engagement in our residence halls. In serving as student staff members in our halls, CAs uphold our department’s quality standards – leadership, service, safety, and development – in everything that they do. As leaders within our department and the greater Brandeis community, CAs are integral to the fulfillment of DCL’s mission to establish quality living environments and to develop empowered leaders and global citizens.

Head Community Advisors are the student leaders of the Community Advisor program and are trusted aides in the Department of Community Living. In addition to fulfilling the roles of community builder, educational programmer, peer advisor, connector to resources, and community standards educator, Head Community Advisors are responsible for additional administrative and community responsibilities within their residential areas. HCAs serve as liaisons between their Area Coordinators and the rest of their area CA teams and partner with Area Coordinators to oversee each residential area with a view to fulfilling the mission of the Department of Community Living. As undergraduate senior student staff members in the Department of Community Living, HCAs are expected to be role models and student leaders in their residence halls and on the Brandeis University campus. HCAs serve on teams in all of our residential areas under the supervision of an Area Coordinator and/or Assistant Area Coordinator. There are nine HCA openings: one for Massell/Rosenthal, North, 567 South St., Ziv/Ridgewood, Charles River Apartments, Village & Foster Mods and two for East.

Job Responsibilities
In addition to the responsibilities outlined in the Community Advisor job description (please review the standard Community Advisor job description for more details), Head Community Advisors are expected to fulfill the following responsibilities:

- Mentor Community Advisors within your area in individual and group settings as needed.
- Meet with the Area Coordinator weekly to discuss area-wide programming, initiatives and staff team concerns.
- Work with the Area Coordinator to facilitate creation of CA Duty schedules and to manage switches.
- Oversee the Area CA office, manage processes for upkeep and maintenance and inventory office supplies as needed.
- Collaborate with DCL professional staff in creating and implementing staff development activities.
- Work with Area Coordinator to advise and support the Community Council in the residential area.
- Assist in the planning and implementation of CA trainings and inservice days.
- Serve on the DCL Advisory Board with the rest of the HCA team and attend weekly meetings (Tuesdays, 7:00-8:00 PM) to discuss departmental initiatives and events like CA Training, CA Recruitment and Selection, Room Selection, etc.
- Assume additional responsibilities in residential area based on personal/professional interests and at the discretion of the Area Coordinator, including but not limited to: facilitating portions of staff meetings, assisting with supplies shopping and/or shopping list organization, presenting educational sessions for staff team, etc.

Required Time Commitments
The Head Community Advisor position spans the full academic year, from the first day of Head CA Training through the day after halls officially close for undergraduate students. Head Community Advisors are expected to participate in all program events that all other Community Advisors attend: the following events are mandatory for all Community Advisors:

- Community Advisor Orientation (April 2017; Location TBA)
- Summer Training Modules (Summer 2017 TBA; Online)
- Head CA Training (mid-August 2017, prior to All CA Training)
- Fall Training (mid-August 2017)
- Fall Inservice (October/November 2017)
- Health and Safety Inspections (October 2017 & March 2018)
- Winter Closing (December 2017)
- Winter Training (January 2018)
- New CA Selection (January/February 2018)
- Spring Inservice (March/April 2018)
- Spring Closing (May 2018)
- Area Staff Meetings (weekly, Tuesdays between 8:00 PM-10:00 PM)
DCL Advisory Board Meetings (weekly, Tuesdays between 7:00 PM–8:00 PM)
Community Council Meetings (as arranged with Area Coordinator and Community Council)

All dates for these and other CA Program events will be included in offer letters.

Additional Requirements
- Head CAs must be full-time students during the 2017–2018 academic year and must maintain a cumulative GPA of 3.0. Head CAs who have academic concerns will work with their ACs to develop corrective action plans.
- Head CAs are expected to act with integrity at all times inside and outside of their halls and are expected to abide by all Community Living and University policies. Head CAs are advised to review digital content included in social networking sites (Facebook, Twitter, Instagram, Tumblr, etc.) to ensure that content is consistent with expectations of high-profile student leaders.
- Head CAs must notify their Area Coordinator if they plan to be away from campus for three or more consecutive nights during their appointment.

Eligibility
Successful applicants:
- Are undergraduate students at Brandeis who have lived in on-campus housing for a minimum of one semester prior to the time of application.
- Have completed a minimum of one semester of post-secondary coursework before time of application.
- Have a minimum of a 3.0 cumulative GPA at the time of application. CAs must maintain good academic standing during the entire period of their employment.
- Are in good judicial standing at the time of application. The Department of Community Living will review candidate’s judicial status with Student Rights and Community Standards prior to releasing offers; CAs must maintain good judicial standing during the entire period of their employment.
- Have served as a Community Advisor prior to their appointment as Head CA for at least one year and have demonstrated strong leadership, communication, administrative and role-modeling skills as reflected on CA evaluations.
- Are enrolled in no fewer than three classes and no more than 5.5 classes per semester without prior approval.
- May not serve concurrently as a member of the University Conduct Board, Roosevelt Fellow, as a new member of the Campus Center Team or participate in any club organization or obligation that will interfere with primary CA trainings or responsibilities.
- Preference will be given to candidates who plan to serve in the Head Community Advisor role for the full academic year.

Compensation
All CAs receive a single room and advanced leadership training (including training series, inservice days, staff meetings, access to conferences and other off-campus opportunities, etc.) in return for their efforts as a Community Advisor. Housing assignments are made to provide the best environment possible for the residents of each hall and to build the strongest area teams possible. While placement requests are taken into consideration, many other factors are considered.

Head CAs additionally receive $250 in WhoCash each semester, totaling $500 for the academic year. Additional benefits of serving as a Head CA include: a closer working relationship with the Area Coordinator and with DCL professional staff, priority selection of dates for on-call responsibilities during breaks, preference for reduced duty responsibilities when possible, preference for personal/professional development opportunities, and potential financial support for conferences/other regional professional development opportunities in Higher Education and related fields.

Retention and Reappointment
Head CA appointments are for one academic year; reappointment for subsequent terms is contingent upon exceptional performance as measured by supervisor evaluation, strong returner application, and is at the discretion of Community Living professional staff. Service beyond the one-year appointment is not guaranteed.

Application Process
The application process includes required attendance at a Head CA information session, a written application (including a resume, answers to short answer questions, and the contact information for two references), and an individual interview. References and resume requirements are waived for returning staff members. All portions of the process must be completed for your candidacy to be considered. More information is located on the CA Recruitment and Selection page at the Department of Community Living website (http://www.brandeis.edu/dcl). Any and all questions about the Community Advisor Program, the position, or the application process may be directed to the CA Recruitment & Selection Team at CASelection@brandeis.edu.