2017-2018 NEW Community Advisor Application Form

IMPORTANT INFORMATION- PLEASE READ BEFORE CONTINUING:

Thank you for your interest in applying for a Community Advisor position for the 2017-2018 Academic Year! Please note that this application will save responses automatically; if you begin the application and need to close and return later, you should be able to return to where you left off. This will only work if you continue the application on the same computer with the same web browser and if you haven’t cleared your cookies.

Please only complete this form ONCE if you can help it; duplicate forms clog up our database and make it more difficult to process your application. A PDF copy of all application questions is available on the CA Recruitment and Selection website- please use that to prepare your answers before you submit. If you are having trouble accessing the application you have already started, please send us an e-mail at CASelection@brandeis.edu and we will try to alleviate the issue.

Responses may be delayed during the Thanksgiving break (November 23rd-28th) and over the holiday break (December 22nd-January 9th); please be patient as we make every effort to respond to your inquiry as quickly as possible. E-mails sent to our address are timestamped, so we will take the date of your message into account should you have issues close to the deadline and work with you as much as possible.

Prior to completing this application, please read and review the information posted on the DCL Website regarding our process. Our office will assume that all candidates who complete this application have reviewed the 2017-2018 Community Advisor job descriptions and process timeline.

This application is for NEW CA APPLICANTS only; if you are currently serving in the Community Advisor role or did so during the 2015-2016 academic year, please complete the Returning CA application. If you have questions about whether or not you are considered a new applicant, please e-mail CASelection@brandeis.edu.

If you have any questions about the application process, the application itself or the CA role, please e-mail CASelection@brandeis.edu.

First Name:

Last Name:

Preferred First Name:
CURRENT Class Year: (Please note that CA positions are open to UNDERGRADUATE students only.)

Current Residence Hall: (If you live off-campus, please select the off-campus resident option in the dropdown list. If you are abroad, please select the study abroad option.)

Campus Mailbox:

BRANDEIS E-Mail Address:

Mobile Phone Number: (If you do not own a mobile phone, please provide another contact number and note what kind of number it is—home, room, office, etc.)

Race/Ethnicity (Optional):

Gender (Optional):

Pronouns:

Major (& Minor) Course(s) Of Study:

Please list the residence halls you've lived in on campus prior to this academic year:

Please describe any MAJOR non-academic time commitments you anticipate for Spring 2016 (other jobs, internships, clubs, sports teams, laboratory work, etc) and how many hours a week you plan to spend on them.
Are you planning on serving as a Community Advisor for the full year or for just the Fall 2017 semester? Keep in mind that candidates who are able to complete a full year may be given preference. If you are interested in serving as a Community Advisor in Spring of 2018, we encourage you to participate in the mid-year process for Spring 2018 spaces that will begin in November 2017.

- I would like to serve as a Community Advisor for the FULL 2017-2018 ACADEMIC YEAR.
- I would like to serve as a Community Advisor for the FALL 2017 SEMESTER ONLY.

If you are interested in applying for the Fall 2017 semester only, please let us know why.

Themed Communities:

Each year, the Department of Community Living places a select number of Community Advisors in themed communities. Community Advisors in themed communities are granted enhanced leadership opportunities. In addition to the standard CA responsibilities, these CAs may have specific and additional programming requirements, hall meetings and other responsibilities based on the needs of the community.

In some of our first year areas, we have Leader Scholar Communities (LSCs). In the past years, the topics have included Media and Politics, Global Perspectives, and Leadership in Health and Medicine. Residents in these communities are enrolled in a practicum class centered around this topic. CAs for these communities are not required to attend the course but are encouraged to program in conjunction with the topic of the course. Additionally, this person will have a closer working relationship with the Teaching Fellow of this course.

In some of our upperclassmen areas, we have Common Cause Communities (C3s). In the past years, the topics have included Be the Change and Balanced Living House. Residents have specifically applied to be a part of these communities and to work with the CA to put on programs for the entirety of their community. The CA for these communities must be available to meet with residents to assist in this process. Mandatory building meetings have typically been held on Sunday evenings.

This year, we will be taking a closer look at all of our themed communities and therefore we do not yet have a complete list of what the offerings will be for the 2017-2018 school year. If you are interested in being considered for a CA position in one of these themed communities, please let us know below. Please note that you will have additional questions to answer related to themed communities in the next section of our application if you are interested and that expressing interest in a themed community does not automatically mean you will be placed in a themed community if hired.

- YES, I am interested in serving as a Community Advisor for a Leader Scholar Community (LSC).
- YES, I am interested in serving as a Community advisor for a Common Cause Community (C3).
- YES, I am interested in serving as a Community Advisor for either a LSC or C3.
- NO, I am not interested in serving as a Community Advisor for a themed community.

Where did you learn about the application process? Select all that apply.

- Word of Mouth (Community Advisor, Area Coordinator, etc.)
- CA Nomination Form E-Mail
- Print Media (Posters, Invitation Cards, Banners, etc.)
- DCL Website
- Social Media (Facebook, Twitter, Instagram, etc.)
- Attended CA Information Session
Judicial & Academic Standing: Our office reviews each candidate's judicial and academic standing as a part of the application process. Our expectation is that successful candidates have maintained a cumulative 3.0 GPA and that they are in good judicial standing. If there are special circumstances related to either your judicial or academic standing that you would like the selection committee to consider, please share them here.

Candidates Studying Abroad: We are happy to have candidates studying abroad go through the process - students who are abroad will have the group interview requirement waived, but will be judged solely on their individual interview and application. If you are studying abroad, please let us know if you would like to interview via Skype or on the phone - if you select Skype, please provide your Skype name; if you select phone, please provide your phone number.

Application Instructions - Resume, References and Short Answer Questions:
Please submit the following materials by 5 PM on Monday, January 30th, 2017. Only complete applications will be considered.

- **Resume**: Please submit a current copy of your resume, ideally as a PDF. You will be able to submit your resume directly in the online application below. We strongly encourage you to have your resume reviewed prior to submission; the Hiatt Career Center is an excellent place on campus to have a resume review done.
- **References**: Please submit the names and contact information of two individuals whom our office can contact should we have questions about your candidacy. One of these individuals should ideally be a current or former DCL staff member (CA, AC, Central Office Staff, etc.); the other should ideally be someone who has supervised you or advised you before (professor, graduate TA, advisor, work supervisor, etc). Please do not select family members as references.
- **Short Answer Questions**: Please submit typed answers to the following questions. Responses should be no more than 500 words. Please make sure to review your answers for proper spelling and grammar; it may be helpful to type your responses in Microsoft Word, Google Docs or another word processing program and then copy and paste them here after conducting a spelling and grammar check. You may also wish to have someone look over your answers or to talk with your CA or AC about what you’ve written.

Group and Individual Interviews: As a part of your candidacy, you are required to participate in both a 2-hour group interview process (Saturday, February 11th, 2017 from 4-6 PM OR Sunday, February 12th, 2017 from 10 AM-12 PM OR Monday, February 13th, 2017 from 7-9 PM) and a 30-minute individual interview (Tuesday, February 14th - Thursday, February 16th, 2017). You may sign up for individual interviews beginning on Thursday, January 14, 2017 on the DCL CA Selection page; the link will also be sent to you at that time. As part of this application, you will have the opportunity to share your preference for a group interview time.

**Short Answer Question # 1:**
How would serving as a CA enhance your overall Brandeis experience? What unique perspective can you bring to the CA Program?

**Short Answer Question # 2:**
Please tell us about a time when you built a relationship with a peer that you did not know who was significantly different from you. How would you use this experience to inform your relationship-building work as a CA?
Short Answer Question # 3:
Please tell us about a time when a peer came to you for advice or guidance regarding an academic, social or personal problem. How would you apply this experience to your work as a CA?

Short Answer Question # 4:
Please tell us about a time when you had to confront an individual peer or group of your peers about a concern you had with their actions. How would you use what you learned in this experience as a CA?

Short Answer Question # 5 (Themed Communities):
Why are you interested in being considered for a CA position in a themed community?

Short Answer Question # 6 (Themed Communities):
If you were hired for a position in a themed community, how would you work to bring residents together utilizing their shared interests?

Resume: Please upload a current copy of your resume as a PDF so formatting is not altered.

References: Please share the full name, e-mail address, and phone number for two references who can speak to your character and readiness for the Community Advisor role. Please list your references as follows: Name, Reference's Relationship To You, E-Mail Address, Phone Number (eg. Louis Brandeis, Former CA, DCL@brandeis.edu, (781) 736-5060)

Group Interview: Please rank all of the following options in terms of your preference, marking 1 as your top preference and 3 as your lowest preference. Mark an X for times you cannot do at all. We will do our best to accommodate your preferences and will communicate
your specified time shortly after the close of the application on January 30th, 2016. **Please hold as many of these times as possible as we will have less than a week between notifications and the first group interview process.**

- [ ] Saturday, February 11th, 4 PM-6 PM
- [ ] Sunday, February 12th, 10 AM-12 PM
- [ ] Monday, February 13th, 7 PM-9 PM

**Statement of Acknowledgement:** By checking the box below, I am confirming that I've reviewed the 2017-2018 Community Advisor job description and application timeline on the DCL website and I affirm that all of the information I've provided on this application is correct. I also acknowledge that DCL professional staff will review both my academic and judicial standing to confirm that I am in good standing as a condition of employment should I be selected for the position.

- [ ] YES, I agree with the above Statement of Acknowledgement.