Community Advisor

Job Description – Spring 2017 Semester

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.

Community Advisors build community in their residence halls, develop and implement educational programming initiatives, advise and assist their peers, connect their residents to campus resources, educate residents on Brandeis community standards, support the academic mission of the university, and exhibit strong teamwork and administrative skills. As undergraduate student staff members in the Department of Community Living, CAs are expected to be role models and student leaders in their residence halls and on the Brandeis University campus. CAs work in teams in all of our residential areas under the supervision of an Area Coordinator and/or an Assistant Area Coordinator.

Job Responsibilities:

- **Community Development**: Work collaboratively with residents to build safe, welcoming and inclusive communities that are supportive of student learning and Brandeis’ academic mission; develop and maintain positive relationships with each resident through regular outreach; reside in provided room and maintain presence in community; meet with residents to resolve roommate/suite mate conflicts and other personal issues; serve as initial support for students experiencing personal concerns.

- **Community Standards & Crisis Management**: Be on duty (remaining in the residence halls in area offices and being available by phone) on designated evenings and weekends, including some days during holidays and breaks; become familiar with and adhere to all policies in Rights and Responsibilities handbook; educate residents about policies in Rights and Responsibilities handbook; encourage residents to engage in responsible behavior in the halls and take ownership in establishing and upholding community standards; confront and document individuals in violation of Rights and Responsibilities in fair and consistent manner; respond to and document crises and emergencies and communicate with Area Coordinator about all student-related issues and disciplinary problems.

- **Programming**: Plan and implement monthly active and passive programs to meet the minimum requirement as outlined by the department and your Area Coordinator; collaborate with other Community Advisors and campus partners to design programs tailored to specific floors or student populations; actively engage in area-wide programming efforts.

- **Peer Advising and University Resources**: Know of campus resources and act as a referral source for residents; identify circumstances that require attention and work with Area Coordinator and/or other professional staff members to address issues; act as liaisons between Community Living and Facilities by identifying and reporting maintenance issues; assist with general peer academic advising by knowing about general and departmental advising programs including First Year Advisors, Roosevelt Fellows, Departmental Advisors, and Undergraduate Departmental Representatives and directing residents to services as appropriate.

- **Administrative & Professional Responsibilities**: Support missions of the Department of Community Living and Brandeis University; complete all required paperwork in a timely manner including (but not limited to) Community Standards Reports, work orders, duty logs, program proposals, performance evaluations, etc.; promptly return calls, check mailboxes in the central office and area offices, read e-mails daily, and pay attention to all community notices; assist with housing operations including check-in, check-out and room inspection procedures, and room selection as needed; participate in all staff training sessions and in the recruitment and selection process of student and professional staff in Community Living; attend weekly staff and individual meetings with Area Coordinator; other duties as assigned by Community Living staff.

Required Time Commitments:
The Community Advisor position spans the full semester, from the first day of Winter Training through the day after halls officially close for undergraduate students. Community Advisors are expected to participate in all program events; the following events are mandatory for all Community Advisors:
Winter CA Training (January 9 – 12, 2017)
Winter Opening (January 13 – 16, 2017)
Health and Safety Inspections (March 2017)
Spring 2017 Inservice Day (March 5, 2017, 12-5 PM)
End of Year CA Recognition Dinner (May 2, 2017)
Spring 2017 Closing (May 2017)
Area Staff Meetings (Weekly between 8:00 PM and 10:00 PM)

A more complete list of CA Program events for Spring 2017 will be included with offer letters. Please note that all CA Program events are not listed above (solely the major events that are mandatory for all staff members).

Additional Requirements:
- CAs must be full-time students during the Spring 2017 semester and must maintain a cumulative GPA of 3.0 throughout the time they serve in the role. CAs who have academic concerns will work with their ACs to develop corrective action plans.
- 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. 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 as will be discussed within student staff training.
- 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 year 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.
- 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, as a new Orientation Leader (returning OLs may serve in both roles concurrently), or participate in any club organization or obligation that will interfere with primary CA trainings or responsibilities.

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.

Retention and Reappointment:
CA appointments are for the spring semester; reappointment for subsequent terms is contingent upon exceptional performance as measured by supervisor evaluation and is at the discretion of Community Living professional staff. Service beyond the spring semester appointment is not guaranteed. Hired candidates who wish to return for 2017-2018 should speak with their supervisors before the returning staff deadline (January 20, 2017).

Application Process
The application process includes a written application (including a resume, answers to short answer questions, and contact information for two references) and an individual interview. References and resume requirements are waived for any returning CA staff. **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 and Selection Team at CASelection@brandeis.edu.