**Summer Community Advisor**

**Job Description – Summer 2017**

**Summer Community Advisors** (also known as SCAs) are the paraprofessional staff members of the Department of Community Living during the summer months 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 our summer residents and with campus partners to maintain safe, welcoming and inclusive communities 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.

Summer Community Advisors build community in their residence halls, 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. Additionally, SCAs serve as members of the summer office assistant team and provide support to the Department Coordinator in the management of the DCL Central Office. As undergraduate student staff members in the Department of Community Living, SCAs are expected to be role models and student leaders in their residence halls and on the Brandeis University campus. Five to seven SCAs are hired each summer to work together as a team under the supervision of an Area Coordinator in their halls and the Department Coordinator in the Central Office.

### 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/suitmate conflicts and other personal issues as needed; 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.

- **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.

- **Office Assistant Responsibilities:** Serve as a member of the summer office assistant team under the supervision of the Department Coordinator and complete a weekly shift of six to eight hours per week; complete tasks within the office including: inventory and management of residence hall keys, organization of materials for professional staff and Community Advisor trainings, and organization of office materials; answer student and parent inquiries via phone and e-mail and greet visitors to the central office; complete other duties as assigned.

- **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, 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 Summer Community Advisor position spans the full summer, from the first day of Summer CA Training (Wednesday, May 31st, 2017) through the week prior to the start of Fall CA Training (Friday, August 18th, 2017). Summer CAs are required to attend Summer 2017 Community Advisor Training, happening between May 31st – June 2nd, 2017. Time off during the summer is permitted with the approval of a supervisor but is generally limited.
Additional Requirements

- SCAs must be full-time students and must maintain a cumulative GPA of 3.0 during the year prior to their appointment. SCAs who have academic concerns will work with their ACs to develop corrective action plans.
- SCAs 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. SCAs 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 detailed during student staff training.
- SCAs 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 who have served as an academic year CA in the past and ideally will serve as an academic year CA in the coming year.
- 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; SCAs must maintain good judicial standing during the entire period of their employment.
- Are not working more than 20 hours per week at other jobs or internships; SCAs must be able to dedicate at least 20 hours per week to the role including their office assistant hours.

Compensation

All SCAs receive a single room, a summer meal plan, and advanced leadership training and development (including but not limited to the summer training series) in return for their efforts as a Summer Community Advisor. Housing assignments are made based on candidate skills and the spaces available in halls being used for summer residents.

Retention and Reappointment

Summer CA appointments are for the upcoming summer only; subsequent appointments are not guaranteed. Students who seek an additional term as a SCA must reapply each year.

Application Process

The application process includes a written application and an individual interview. All portions of the process must be completed for your candidacy to be considered. Any and all questions about the Community Advisor Program, the SCA position, or the application process may be directed to James Reed, Assistant Director of Operations and Community Development, at jreed@brandeis.edu.