

COMMUNITY ADVISOR

POSITION DESCRIPTION AND EXPECTATIONS

2021-2022 ACADEMIC YEAR



TITLE

Community Advisor (CA)

POSITION DESCRIPTION

This position reports directly to a Residence Hall Director. This position will support all aspects of the residential community at Lawrence and the division of Student Life.

Community Advisors are returning students who live within the residence halls and play an important role on the Residential Education team. CAs take on a leadership role that focuses on personal wellness, interpersonal relationships, and community building.

General Duties and Expectations Include:

- Work within the framework of a community development model to intentionally make connections with residents in your residence hall in a regular and on-going manner.
- Connect residents and other students to appropriate resources on and off campus as needed.
- Follow up directly with RHD on roommate issues, personal issues, and interpersonal issues.
- Act as a positive role model for the community.
- Enforce policies of the institution/community and act as a first responder to policy and behavior issues.
- Other duties as assigned.

Specific Duties and Expectations Include:

Personal Development & Wellbeing of Peers

CAs overarching and most specific work entails connecting individually with each resident as well as fostering a relationship of peer education with residents of their community.

- Know the name of each resident (as assigned by your RHD - typically defined by a hallway or area within the building).
- Have intentional and defined interactions with residents throughout the first four weeks with additional interactions at various points throughout the year
- Track concerns or issues around behavior or wellbeing of residents on a weekly/bi-weekly basis through specific interactions and confer with or refer to RHD and/or other staff as necessary.
- Follow guided Community Development Model and Learning Outcomes to meet the developmental needs specific to your population of residents (ex. helping first year residents adjust vs. helping seniors explore options for life after Lawrence)

Community Building

CAs will follow a community development model to meet the needs of their specific community. This will include work to create door decorations, bulletin boards, and use a variety of other modes (floor meetings, intentional

interactions, events, etc.) to make an impact on their community. Complete Door Decorations and Bulletin Boards for floor/hall at the start of each term.

- Complete corresponding reports/administrative work after each community development initiative, bulletin board, and door decoration creation.
- Follow budget and expense guidelines as laid out by RHD and Residential Education & Housing.
- Participate in Welcome Week activities and implement activities during this time to engage new students in life at Lawrence.

Role Modeling

It is important to realize that as a CA, you are constantly being observed, evaluated, and emulated. In addition, as an employee of the university your overall conduct is an important part of your employment.

- Be in good academic standing and maintain a 2.5 cumulative GPA. Academic difficulty may result in dismissal from the role.
- Maintain a high level of confidentiality: many things that are discussed in staff meetings or that happen in the community need to be kept confidential. The Office of Residential Education and Housing expects a high level of professionalism and confidentiality from all of its staff members. Incidents that affect the health, safety, or well-being of an individual resident need to be communicated swiftly and to an RHD directly as laid out in training.
- Foster and encourage diversity and inclusion in all aspects of Lawrence. As an institution that believes in the value of diverse perspectives, abilities, backgrounds, etc., it is expected that CAs will both share their personal perspectives in a respectful manner, as well as help others in the community share and appreciate all perspectives in a respectful manner.
- Create a personal wellness plan during training and continue to hone that plan throughout the year. As a role model, it is important for other students to see wellness and well-being as an integral part of being at Lawrence.
- If you are 21, you may consume alcohol according to the university policy; you should refrain from consuming alcohol with students who are under the age of 21.
- If you are under the age of 21, you should not consume alcohol, given that it is illegal to do so in the United States. Underage drinking by members of the staff jeopardizes the credibility of not only the individual's ability to confront future policy violations, but also the credibility of the entire staff and that of the overall department. Staff who violate the alcohol policy, or other university policies or procedures, should expect employment probation and the possibility of termination.

Meetings & Communication

- Attend mandatory weekly 1.5-hr Monday Staff Meetings
 - Specific meeting time to be set per hall based on staff schedule/availability.
- Attend mandatory weekly 20-30 minute or bi-weekly 30-60 minute one-on-one meeting with your RHD.
- Communicate promptly and effectively with residents, team/staff members, your supervisor, other campus members, etc.
- Check daily Lawrence e-mail and personal voicemail/messages and respond in a timely manner
- Check weekly Lawrence mailbox in Campus Center and hall/desk CA mailbox, posting items per RHD instruction

On-Duty Requirements: Policies, Behavior, Emergencies, Desk, & Rounds

- Know and uphold campus policies.
- Follow confrontation and referral procedures as outlined in training and by RHDs.
- Document all policy and behavior situations through the incident report form (more specific instructions may be given depending on the situation).

- Serve in an on-duty rotation specific to your hall/hall staff.
- Address and refer interpersonal, personal, mental health and well-being concerns in consultation with your hall RHD, Campus Safety, and RHD on Duty as laid out in training.
- Respond immediately to crisis and emergency situations and refer to RHD on Duty, Campus Safety, and other emergency personnel as laid out in training.
- On Duty Desk & Rounds requirements - Weekday Duty Sunday-Thursday
 - First building(s) rounds should start at 8:30pm, last round starts between 10:30 and 11pm (to be determined by RHD).
 - Staff must be accessible within the building from 8:30pm-7am and present in an open space (front desk, lounge, or in room with door open) from 8:30pm – 11pm.
- On Duty Desk & Rounds requirements - Weekend Duty Friday & Saturday
 - First building(s) round start at 8:30pm, mid-round 11pm, last round starts at 1am.
 - Staff must be present at hall front desk from 9:00pm – 1:00am
- Complete administrative paperwork such as Incident Reports, Duty Logs, etc.

Closing and Opening

Opening and closing of each term and of the entire academic year are some of the busier times for hall staff and students. As such, CAs play an important role in ensuring people are both moving into and out of the community effectively, with assistance and requirements outlined below. Special requests and exceptions need to be approved by RHD and/or Assistant Director of Residential Education at least four (4) weeks prior to opening and closing times. Mid-term reading period is part of the academic year and duty/expectations do not change during this time.

- Assist with 1st Year Move-in and Opening (Welcome Week begins Monday Sept 6th, 2021).
- Assist in all move-in administrative tasks (key packets, housing inventories, etc.) assigned at RHD discretion.
- Hold 1-hr community meeting for first years during Welcome Week (as designated within WW schedule).
- Hold community meeting once a term the first night all students are on campus or as approved by RHD.
- Hold year-end Closing Meeting for community as approved by RHD.
- Work until 1pm Winter Closing day – Wednesday Nov 24th, 2021)
- Arrive by 12pm (noon) the day of Winter opening and attend training on Sunday January 2nd, 2022
- Half-staff works until Noon on Closing Day of Winter Term – Thursday March 17th, 2022
- Half-staff returns by Noon on Opening Day of Spring Term – Sunday March 27th, 2022 (all staff need to arrive by 4pm for training that evening).
- Participate in all year-end closing tasks as assigned by RHD throughout finals week of Spring Term (room checks, desk organization, etc.)
- Work assigned shifts and times per RHD for undergraduate move-out on Thursday June 9th, 2022.
- Work until 7pm on Commencement day for move-out of graduating seniors – Sunday June 12th, 2022.

Training

CAs strive to create a positive community through assisting each resident with individual and community needs. Through community development, personal engagement, and positive role modeling, they work to foster a living environment that addresses the basic needs of students within the halls. CAs are the primary source of campus policy information and referrals. Because the CA role is very diverse and communities are constantly changing and evolving, training is an ongoing process throughout the academic year and all CAs are required to be present at all training sessions unless otherwise noted. The following is a general outline of training sessions with specific required dates:

- Spring 2021 Orientation and Training
 - Wednesday April 21st – Orientation 5:00 – 8:00pm – staff dinner provided, overview of role, start discussing community development

- Wednesday April 28th – Training 6:00-8:00pm
- 4 additional hours TBD – *possibly Sunday May 9th (MTRP)*
- Fall 2021 Training
 - Arrive on Tuesday August 31st
 - Full day trainings Wednesday Sept 1st - Sunday Sept 5th
 - Additional training sessions during Welcome Week – Monday, Sept 6th - Sunday, Sept 12th
- Winter 2021 Training
 - 6 hours of training the afternoon/evening of Sunday Jan 2nd, 2022
- Spring 2021 Training
 - 4 hours of training the evening of Sunday March 28th; focus on transitioning the community and closing expectations

QUALIFICATIONS

Minimum qualifications include:

- Currently a full-time Lawrence Student
- Has been a full-time Lawrence student for at least one term
- Will be enrolled for Spring Term of 2021 to attend Training and will be living on campus all three terms of the 2021-2022 Academic year – by accepting a position, you are making a full-year commitment.
- Must be in good academic standing and have a minimum cumulative GPA of 2.5 at the time of position offering.
- Able to arrive approximately two weeks prior to classes starting in Fall 2021 for training and welcome week.

Highly qualified candidates would also meet the following qualifications:

- Excellent verbal communication skills
- Strong interpersonal skills
- Strong organizational skills and/or the ability to organize projects, programs, events
- Ability to work independently with minimal supervision
- Proficiency in Microsoft Office (primarily MS Word and MS Excel) and familiarity with Microsoft OneDrive for some administrative functions

SKILLS ACQUIRED

- Ability to work on a team - working with your RHD and staff members.
- Communication - disseminating information in a variety of formats, speaking at programs or events, advertising programs, facilitating conversations, actively listening, 1 on 1 meetings, etc.
- Decision making - being on duty, consulting with co-CAs and RHDs, making appropriate referrals.
- Event planning - fall training, floor and hall community development efforts.
- Mediation/Consensus building - working with your staff, roommate conflicts.
- Role modeling - making appropriate and ethical decisions, meeting expectations of the position, following through on commitments, being consistent in your actions, etc.
- Time management - balancing demands of academics, CA position, personal well-being, etc.

HOURS

On average, and for payroll purposes, this position will be compensated for approximately 10 hours of work a week during the 2021-2022 academic year - students may work an additional 10 hours a week through other campus

work. This position receives a stipend per term paid over six two-week payroll periods to cover the fluctuation of hours within the position. CAs will also receive a separate stipend for training done during spring and summer prior to the start of fall term. This stipend is issued at the start of fall term for completing training and start-of-year requirements.

WAGE TIER

While the Community Advisor position is not an hourly position and is paid via a stipend per term, the position is considered a Wage Tier 4 for student staff based on training, expertise, and requirements of the position.

- Yearly compensation for a 1st year CA is \$2,907 (\$969 per term). Returning CAs are paid at a higher rate which totals \$980.40 per term for a 2nd year CA, and \$991.80 per term for a 3rd year CA.
- Students in the CA position will also benefit from a discounted housing cost by paying a Double room rate while being placed in a Single room in the assigned staff and residential area.

APPLICATION INSTRUCTIONS

Students will find information about the selection process, as well as submit their online application at go.lawrence.edu/ca - all applicants will be required to attend an interview and are encouraged to attend an information session (see online application page for details).