

# Community Advisor (CA) Job Description and Contract

*Please note: The Office of Residential Life and Education reserves the right to change, remove, or add responsibilities/duties/requirements for this position as departmental needs change. An updated job description will be provided if significant changes are made.*

## Qualifications and Terms of Employment

- **Enrollment Status:** CAs must be fully enrolled and in good standing in an undergraduate degree granting program at Doane University. CAs must be registered for a minimum of 12 credits (or have full-time equivalency) for all semesters employed. CAs must have and maintain a minimum **semester and cumulative GPA** of at least a 2.50.
- **Residency:** CAs must live in an assigned Residence Hall during the term of their employment. All CAs are expected to be sufficiently available in their buildings to respond to emergency situations that may arise and to maintain regular contact with residents.
- **Outside Work Policy:** The CA position should be the primary non-academic activity of those students who are selected as CAs. Therefore, CAs must inform their supervisor of all of their commitments (ie: sports, clubs, organizations and outside jobs) and understand that should their commitments interfere with the CA position, a follow up conversation will take place with potential disciplinary measures.
- **Disciplinary Records:** CA disciplinary records should remain in good standing during the term of their employment.

## Compensation

If all general responsibilities are met (See Below) the following compensation will be allotted. There are no substitutions for these compensations.

- **Stipend:** Each CA will receive a \$140 stipend paid on a monthly basis in accordance with the schedule established by the Business Office. Because of additional work related to the opening and closing processes, the stipend for August and May is increased to \$190.
- **Single Room:** Each CA will be guaranteed a single room in the area of assignment as designated by the Office of Residential Life and Education. If placed in a suite style Residence Hall, the CA will have the opportunity to select suitemates or may elect to have Residential Life fill the spaces as needed.
- **Parking Privileges:** Parking pass and designated parking spot in front of assigned Residence Hall.
- **Professional Development:** CAs will have the opportunity for professional development opportunities throughout their employment.

## General Responsibilities

- **Administrative Responsibilities:** CAs will be responsible for completing various administrative tasks throughout the academic year, including, but not limited to, the following:
  - a. Checking email and CA mailbox on a regularly basis
  - b. Assisting with housing process and selection
  - c. Room Condition Reports
  - d. Check In and Check Out Procedures
  - e. Health and Safety Inspections
  - f. Assisting with Facilities concerns
  - g. Key Management
  - h. Other Duties as Assigned
- **On Call Duty Rotation/Incident and Crisis Response:** CAs will be participating in an nightly on call duty rotation. CAs will have the opportunity to select their own duty dates. During the on call duty rotation, CAs will perform three community walks. CAs will be responsible for addressing situations where residents behaviors are in violation of University policy, addressing any facility concerns, assisting with any administrative tasks left by the CD staff and maintaining safety throughout designated buildings. CAs will also engage with students while on community walks.
- **Community Development:** CAs are responsible for the implementation of various strategies to educate their assigned community.
  - a. **Intentional Interactions:** Intentional Interactions (II) will be a one-on-one conversation with each of the CAs residents.

- b. **Community Meetings:** CAs will be required to hold intentional community meetings at various designated points throughout the semester.
- c. **Roommate/Suitemate Agreements:** At the beginning of the Fall Semester, each CA will preform Roommate/Suitemate agreements.
- d. **Roommate Mediations:** Roommate Mediations will take place throughout the academic year on a needed basis.
- **Implementation of Educational Facilitaiton Guides:** CAs will be responsible for the completion of all assinged facilitation guides for their assinged building. Community Directors (CDs) will assign these in conjunction with the Residential Education Model.
- **Bulletin Boards:** Bulletin Boards will be changed on a regular basis and can be used to display information, building community or as an interactive bulletin board.
- **Weekly Meetings:**
  - a. **One-on-Ones:** CAs are responsible for attending an hour long meeting with their supervisor.
  - b. **Staff Meetings:** Staff Meetings will take place for an hour. On the last Monday of the month at 9:00PM, the entire CA Staff and CD Staff will meet to discuss postion related information.
- **Evaluations:** CAs will be evaluated on an ongoing basis to include, but not limited to, a Fall Semester and Spring Semester evaluation. An unsatisfactory evaluation will result in written warning; and where necessary, a probationary period may be established. Failure to meet the performance criteria at the end of this probationary period will result in termination.

### **Mandatory Reporting**

CA staff members are required by law to report any incidents concerning the safety, security, well-being, or misconduct of any student at Doane University. CAs cannot promise confidentiality and must disclose information to a Residential Life professional in line with the procedures established by the Office of Residential Life and Education.

### **Confidentiality**

CAs will have access to private information, both written and verbal. CAs must agree to maintain the privacy of any records and conversations with which they come into contact. CAs must not disclose to others information related to students/university employees nor will they transport records from the Office of Residential Life and Education, unless instructed to do so. When exiting from this position, information that staff has been privy to will still be considered private.

### **CA Training**

All three training sessions are manadatory for all CAs. In the event that a scheduling conflict should arise, it is the CAs responsibility to notify the CD staff as soon as possible. Failure to communicate properly will result in disiplinary action.

- Spring Training - All CAs will gather in April, date to be determined.
- Fall Training - **August 8th to August 14th (Aug 9th to 15th? Tent?)**
- Winter Training - **January 11th to January 14th (Jan 10th to 13th? Tent?)**

### **Retention**

CAs are not automatically rehired for the following year. CAs reapply annually.

### **Performance Review**

Disciplinary processes in regards to employment for an CA will typically follow the same pattern.

- Verbal Warning
- Written Warning
- Probation
- Termination

This is not to say that a student staff member cannot jump a step and move to a more serious level within the employment system if the failure to perform their position requirements justifies such a jump. Their supervising Community Director will make this determination.

The Community Advisor is bound by this agreement to perform tasks as determined by, and in cooperation with, the Student Affairs Staff. Failure to do so, and/or to abide by the responsibilities defined on this agreement and the CA job description, will result in dismissal from the position and termination of the agreement at the discretion of the Office of Residential Life professional staff members.

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By signing below I am declaring that I understand and accept the conditions outlined in this agreement\*.

**Signatures**

Community Advisor \_\_\_\_\_

Date \_\_\_\_\_

Community Director \_\_\_\_\_

Date \_\_\_\_\_

Director of Residential Life \_\_\_\_\_

Date \_\_\_\_\_

\*Agreement contingent upon completion of Fall Training.