

Community Advisor Position Description

ECS/WCA, 2018-2019

v. November 10th, 2017

The Community Advisor (CA) is a live-in, paraprofessional staff member of the Office of Housing and Residence Life. They are responsible for the safety and security of the community within East Campus Suites (ECS) or West Campus Apartments (WCA) as well as administrative tasks for multiple aspects of the community. The CA will assume responsibility for a specific building within the ECS complex or court with the WCA complex. Responsibilities include, but are not limited to, providing traditional duty coverage for the community as well as during traditional campus breaks, assistance in the administrative operations of the community to be carried out under the supervision of a Community Director or Hall Director, and creating an inclusive community through intentional programming focusing on professional and social development. The CA is expected to work well in an autonomous environment and be self-motivated to hold themselves and their peers accountable. Additionally, they will have the opportunity to work up to 20 hours per week at another on-campus job. The Office of Housing and Residence Life looks for candidates who will role model and promote the University's mission and vision. This is a 10 month position, running from August to May, with an option of applying to work from May to August. Applicants may not be enrolled in internships, clinical or practicum experiences, participate in student teaching, be enrolled in the police academy, or have any academic commitments which take them off campus for significant amounts of time while employed as a CA.