Frederiksen Court Community Adviser Job Description

Being a Community Advisor (CA) at Frederiksen Court is one of the most valuable experiences you can have at Iowa State. This position teaches many skills that can help you in your personal and professional life after Iowa State. CAs have the opportunity to increase their understanding of people; to fine tune communication and time management skills; to enhance problem solving skills; to develop and enforce policies; to plan and implement services and programs; and to be a valuable part of a team. Being a CA is more than a job; it is a way of life and a position that can reap lifelong benefits.

If you have questions about being an Apartment CA or the selection process, please contact aptcaselection@iastate.edu.

Minimum Qualifications and Position Requirements

- CAs must possess, at least, the following core competencies: Ability to problem solve; A strong commitment to academics; Flexibility and adaptability; Willingness to learn with and from others
- 2.5 Iowa State University GPA or higher for consideration; must maintain a 2.5 GPA while in the position. If you are a transfer student and do not yet have an ISU GPA, you must attach an official transcript from your previous institution.
- No active judicial record.
- It is preferred that staff be at least in their 3rd year at ISU during the 2010-2011 academic year. All applicants must meet the requirements to live at Frederiksen. Those requirements for 2009-2010 are:
  - Be 19 years of age or older.
  - Frederiksen CAs must be enrolled students. CAs cannot exceed 18 credit hours per semester unless approved in advance by the Apartment Community Director (ACD).
  - CAs may not intern, co-op or student teach while serving in the position.
  - CAs work a minimum of 20 hours per week fulfilling their responsibilities. The number of hours worked will fluctuate especially at move in and move out times and also based on the needs of our residents.
  - There must be a willingness to commit a significant amount of time to the position. CAs need to balance their academics and their position responsibilities. Doing both is manageable, without undue stress, if you practice effective time management and study habits.
  - CAs are permitted to have other employment as agreed to by the Apartment Community Director (ACD) and as permitted by ISU regulations.
  - Extended absences (time away from Frederiksen for 24 hours or more) must be approved in advance by the ACD.
  - CAs must be committed to upholding the policies of the Department of Residence and Iowa State University. They must also support the mission of the DOR and Frederiksen Court.

Compensation

- $325 monthly stipend for 9 ½ months that begins after the first month of employment.
- Rent-free bedroom in 4-bedroom apartment. CAs are encouraged to find their own apartment roommates.

Duties and Responsibilities

The duties and responsibilities of a Frederiksen Court CA include, but are not limited to:

- Serve as a resource for the residents at Frederiksen Court.
- Uphold the policies and procedures of Frederiksen Court and the DOR.
- Assist with the development, implementation and evaluation of policies and procedures.
- Assist with apartment and community issues.
- Assist with crisis intervention.
- Be “on call” weekdays, weekends and during university breaks for residents, our staff and other university personnel.
- Attend weekly staff meetings.
- Attend one-on-ones with the ACD as requested.
- Attend staff development and training activities as scheduled.
- Assist with the check-in and check-out processes including apartment inspections.
- Plan and implement community development activities and programs.
- Maintain a sense of objectivity and confidentiality in the performance of duties.
- Assist with facility needs and issues (custodial, maintenance and grounds); monitor bulletin boards, newspaper racks, trash disposal, cleanliness of hallways and entryways and general cluster appearance.
- Submit administrative reports such, as "on call" reports, weekly reports, incident reports, walk through reports, logs and other paperwork as required.
- Assist with staff selection, contracting, marketing and other administrative projects.
- Assist with and support DOR and ISU Dining surveys and other special projects.
- Assist with and support the Frederiksen Court Community Council activities as needed.
- Other duties and responsibilities as determined by community and administrative needs.

**Other Important Information**

- There are nine CAs for the academic school year; five CAs for the summer.
- Summer staff will be determined from existing staff as well as newly selected.
- The academic school year CA position begins approximately August 1 and lasts until one week after finals in the spring semester.