Iowa State West Apartment (Formerly Maricopa-Walton) Community Adviser Job Description

- One FULL semester of community living experience at the time of application.
  - Established ISU or transfer GPA at the time of application.
  - Must have a 2.50 cumulative GPA or higher for consideration.
- Must maintain a 2.50 cumulative GPA and achieve a semester GPA no lower than 1.75 while in the CA position.
- Students with current judicial standing of Conduct Probation, Deferred Suspension or who have been removed from the residence halls are not eligible to hold staff positions.

Preferred Qualifications

- Commitment to academic excellence
- Outstanding verbal and written communication skills
- Ability to work collaboratively with several different constituencies
- Ability to assist diverse student population in developing positive community
- Commitment to leadership development
- Self-motivation
- Positive attitude
- Problem-solving skills
- Creative thinking skills
- Computer literacy
- Previous ISU residence hall living experience
- Strong organizational skills and ability to manage time

General Duties and Responsibilities

- Actively promote & encourage relationships with persons of different backgrounds; including but not limited to socio-economic, cultural, religious and racial backgrounds, sexual orientation and physical abilities.
- Develop and maintain relationships with residents in a multicultural community by being frequently available, accessible & visible.
- Serve as a liaison & resource for the residents of the Maricopa community
- Support & uphold the policies and procedures of the university, Maricopa Apartments, and the DoR
- Assist in resolving conflicts that arise within the community (community disputes, noise, etc.)
- Assist with crisis intervention & respond to emergency situations
- Provide on duty coverage during evenings, weekends, and during university breaks for residents and other university personnel
- Welcome new residents to the community in a timely manner and assist in the check-out of residents by providing information and conducting vacate inspections
- Complete frequent community walks—report and follow up on facility needs & issues
- Work at the hall desk as assigned providing customer service while serving as a resource
- Sort and distribute mail according to state and federal regulations
- Work with other Community Advisors in planning, executing and evaluating programming that encourages community development
- Attend weekly staff meetings
- Complete and manage collateral assignment
- Submit administrative reports as assigned (duty logs, program reports, incident reports, etc.)
- Attend bi-weekly 1:1 meetings with supervisor
- Assist with and support other community activities, special situations and assignments as needed
- Other duties and responsibilities as assigned