Legacy Tower 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

Responsibilities

- **Community Development**
  - Develop and implement programs and activities that welcome new students to the hall and ISU community and encourage community development
  - Assess and respond to the needs of students and further the goals of the DOR
  - Actively promote and encourage relationships with persons of different backgrounds; including, but not limited to socio-economic, cultural, religious and racial backgrounds, sexual orientations and physical abilities

- **House and Cabinet Leadership**
  - Meet weekly with the CAs on your house
  - Attend all house and cabinet meetings
  - Co-Advise the house cabinet with your other house CAs
  - Assist house leaders and cabinet members in the development of leadership skills
  - Attend all house social and educational events

- **Student Interaction**
  - Develop and maintain ongoing relationships with house members
  - Be available in the house on a regular basis, interact with and know residents well
  - Work four hours per week at the hall desk
  - Attend and participate in house and hall sponsored events and activities
  - Serve as a liaison between students and the DOR

- **Resource and Referral Agent**
  - Be alert to and act as a referral agent for the mental and physical health needs of residents
  - Develop an environment that encourages and supports residents personal growth
  - Communicate and utilize the Hall Director and/or the Assistant Hall Director in assessing student issues and developing appropriate responses
  - Develop a working knowledge of the type of help provided and location of campus and community resources such as Student Counseling Services, Health Services, Financial Aid, etc.
  - Provide appropriate confidentiality regarding conversations with residents
Be prepared to respond to emergency situations (illness, fire, tornado, etc.) and ensure that house members are knowledgeable of emergency evacuation procedures

- Communicate emergencies to the Hall Director on duty

- **Self-Governance and Policy Enforcement**
  - Provide leadership in assisting students in developing a community that provides self-governance within the guidelines set by the DOR Terms and Conditions.
  - Intercede and document when there is a violation of the DOR Terms and Conditions or University Policy

- **Administrative and On-Duty**
  - Be on a regular duty schedule during the academic semesters. CAs may also be required to assist in providing duty coverage during break periods
  - Complete all necessary reports and journals thoroughly and on time
  - Attend and contribute to meetings (hall staff, CA staff, one-on-one with supervisor, other teams, etc.)
  - Participate in fall and winter student staff orientation prior to the opening of the halls as well as ongoing training during the year.
  - Be present and accessible in the hall prior to the opening of the halls and stay past the closing of the halls both semesters
  - Be available for special situations and/or assignments (for example: surveys, house and building events, high-profile sporting events, VEISHEA)
  - Be actively involved in the resident check-in, room preference, and check-out procedures. Accurately complete all associated paperwork