Residence Hall Community Adviser Job Description

The DOR is committed to the development of living/learning communities which foster intellectual and personal growth. We want students to be aware of campus resources, utilize effective learning strategies and engage in activities designed to stimulate academic achievement and social development.

The CA is responsible for developing a strong community that welcomes and supports all house members. The CA establishes a personal relationship with each student living on his/her house in order to become a resource for personal issues and co-curricular opportunities. In addition, the CA advises and provides training for the student government leadership on the house. The CA is responsible for ensuring that students have access to programs and services designated to support personal and academic success.

CA's work collaboratively with desk assistants and other hall leaders to provide resources, offer advice and facilitate programs, interactions, and activities that contribute to student success. In addition, CA's are supervised by hall directors and/or graduate hall directors.

Compensation

- Single room and 14-meal plan with no Dining Dollar
- $180 stipend four times a semester ($720 per semester)

Minimum Qualifications and Position Requirements

- 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
- Commitment to leadership development
- 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**
  - Attend all house and cabinet meetings
  - Serve as the primary advisor to the house cabinet
- 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

**Collaboration with Learning Community Peer Mentors (PM)**
- Establish and maintain positive working relationships with PMs
- Collaborate with PMs to provide academic programs, as needed
- Work collaboratively with the PM in the development of tutor/study groups
- Actively support learning community programs and activities

**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