SUV Community Adviser Position Description

An SUV Community Adviser (CA) is a live-in, part-time staff member in the Schilletter / University Village Apartments area. CAs are responsible for welcoming new residents, planning, organizing and advertising and staff community-wide and neighborhood programming.

If you are interested in being a CA, please contact the SUV Office at 515-294-5360 or by e-mailing apartments@iastate.edu.

Minimum Qualifications and Position Requirements

- Applicants must be enrolled students with a cumulative ISU GPA of 2.5 (undergraduate) or 3.0 (graduate) at the time of hire. If at any time an individual’s GPA drops below the minimum requirements, suspension or termination may occur.
- All applicants must be eligible to live in the SUV community.
- CAs must have an F1 or J2 visa with permission to work, or be a permanent resident or United States citizen.
- No active judicial record
- SUV CAs must be committed to upholding the policies of the DOR and ISU. They must also support the mission of the DOR and SUV.
- The number of hours per week worked by a CA will vary and fluctuate. CAs are permitted to have other employment as agreed to by the Manager of Community Services and as permitted by ISU regulations.
- CAs must have demonstrated the ability to work with a diverse community.
- Preference is given to candidates who are available for a one-year appointment. Re-appointment is based upon job performance and on-going evaluations.
- Preference is given to candidates with current/previous apartment and/or residence hall living experience.
- Must be available to participate in staff training beginning approximately on August 1st and continuing through the first day of classes (some positions may be available for the start of the summer 2010.)

Successful Applicants Should Demonstrate

- Ability to function in a live-in position requiring day, night and weekend hours (average hours per week varies.)
- Ability/willingness to work with and assist a multicultural student community.
- Commitment to providing quality customer service to residents.
- Ability to work as a member of a team.
- Ability to problem-solve.
- Ability to work in a flexible/changing environment.
- Commitment to academic success.
- Positive Attitude

Compensation

- Rent-free apartment (including utilities) *must live in an assigned space that has been designated by the DOR as a CA apartment.
- Monthly stipend of $325.00/month

General Duties and Responsibilities

- Serve as a resource for the residents of SUV.
- Develop and maintain relationships with residents in the community by being frequently available and accessible.
- Uphold the policies and procedures of SUV and the DOR.
- Assist in solving problems that arrive within the community (neighborhood disputes, noise, etc.)
- Assist with crisis intervention.
- To be “on duty” weekdays, weekends, and during university breaks for residents and other university personnel as scheduled by the Manager of Community Services.
- Assist with facility needs and issues (custodial, maintenance, grounds.)
- Complete frequent area walks—report and follow up on issues.
- Provide office support as assigned.
- 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.
- Work with other CAs and the SUV Council in planning, executing and evaluation programming that benefits the SUV community.
- Attend weekly staff meetings.
- Submit administrative reports as assigned (duty logs, program reports, incident reports, etc.)
- Attend bi-weekly 1:1 meetings with the Manager of Community Services.
- Assist with and support the SUV Council activities/meetings as needed.
- Other duties and responsibilities as assigned.