

**Dickinson College  
Residence Life and Housing  
2016-2017 Community Advisor Position Agreement**

**Dickinson**

I, \_\_\_\_\_, accept a position as a Dickinson College Community Advisor. The responsibilities of this appointment will require a minimum of 18 hours per week. The Community Advisor position is a semester and/or yearly appointment. The agreement period extends from August 12, 2016 to May 21, 2017. Residence Life & Housing must agree upon any exceptions to the following:

**FINANCIAL ARRANGEMENTS**

Your total remuneration\* includes:

- I. Community Advisors are provided an efficiency apartment, or comparable, with no cost, for the term of employment. Some CAs have roommates and are required to maintain 100% occupancy in their apartment.
- II. A stipend of \$1200 per semester. If a student leaves or is released from the CA appointment before the semester ends, he/she will receive a prorated amount of the stipend for the time in the position. If a student is appointed mid-semester he/she will receive a prorated amount for the remainder of the semester.

*\* CA remuneration may affect some students' financial aid packages. Please contact Financial Aid for further information specific to your package.*

**POSITION RESPONSIBILITIES**

**I. Staff Supervision**

1. Supervise a group of Resident Advisors in conjunction with the appropriate Area Coordinator.
2. Serve as a resource person and mentor to the Resident Advisors.
3. Conduct staff meetings as scheduled using agenda items provided by the Area Coordinators. Work with the Area Coordinator to address any issues that arise during staff meetings.
4. Assure that all paperwork is completed in a timely fashion by the Resident Advisors.
5. Make checks (following process built into Community Advisor on-call role) to assure that Resident Advisors are following their duty schedule. Discuss duty problems with the appropriate Area Coordinator.
6. Hold Resident Advisors accountable to their position expectations, team decisions and additional expectations. Communicate student staff concerns to the appropriate Area Coordinator. Recommend a plan of action to be decided upon by the Area Coordinator and, in some cases, other Residence Life & Housing staff. Help implement such plans when necessary and appropriate as determined by the Area Coordinator and/or Residence Life & Housing staff.
7. Meet with each Resident Advisor individually at least once a month.
8. Assist the Area Coordinator in the evaluation process for Resident Advisors in your area.
9. Organize a minimum of three social and/or staff development activities per semester with your Resident Advisor staff.
10. Display a positive attitude about your job, the staff, and Residence Life & Housing. It is important in a joint supervisory role to present a united front to the Resident Advisor staff; if you have problems with the way anything is going, please discuss it with the Area Coordinator privately.

**II. Community Development**

1. Support the mission of Residence Life & Housing in building a strong community on all levels. Work to inspire Resident Advisors to develop and support the same understanding of the Residence Life & Housing mission.
  - a. Encourage an environment where students are able to sleep and study.
  - b. Serve as an ambassador of Residence Life & Housing and the Division of Student Development.
2. Facilitate and encourage the development of a sense of community within your assigned area.
  - a. Be personally acquainted with each person on your floor or section, if applicable.
  - b. Be available and visible in your area.
  - c. Be friendly and outgoing.
  - d. Accept and keep confidences, maintain privacy.
  - e. Visit students in their room.

- f. Convey an openness and receptivity to all residents.
- g. Facilitate intellectual and social connections between residents.

### III. Event Planning

1. Coordinate the event planning process for your area.
  - a. Maintain a monthly event calendar and distribute to staff.
  - b. Ensure that each staff member is meeting his/her event planning requirements.
2. Work collaboratively with your staff to plan and implement events as described in the Residence Life & Housing Connections Model.
  - a. Assume an active role in the event planning process.
  - b. Ensure that you are leading an appropriate amount of events to be set by your Area Coordinator.
  - c. Be available to assist with other staff members' events.
  - d. Attend at least 50% of your staff's events.
  - e. Keep your bulletin board(s) current.
3. Submit all necessary paperwork (i.e. planning documents, evaluations) as scheduled.

### IV. Required Attendance

1. Arrive and depart campus in accordance with the dates outlined below:
  - a. August 12, 2016 – Community Advisor Fall Training Check-In (arrive by 4:30pm)
  - b. December 18, 2016 – Winter Break (depart after 2PM)
  - c. January 16, 2017 – Return for January Training (arrive by 4:30pm)
  - d. May 21, 2017 – End of Year (depart after 2PM)  
*\*\*\*Staff assigned duty through Commencement weekend\*\*\**
2. Attend weekly staff meetings every Tuesday evening from 8pm-10pm.
3. Attend one-on-one meetings as scheduled by your Area Coordinator.
4. Attend Community Advisor staff meetings.
5. Attend staff training and other activities required by Residence Life & Housing. These include, but are not limited to, Community Advisor Retreat (Aug. 13-15, 2016), Fall Training (Aug. 16-23, 2016), First-Year Move-in and Opening Weekend (August 24-28, 2016), January Training (Jan. 16-20, 2017), and Spring Opening Weekend (January 21-22, 2017).
6. Be on campus throughout the academic year with the exception of Winter Break. The residential facilities will be open and Community Advisors will be on-call for the Fall Pause, Thanksgiving Vacation, and Spring Vacation. Please discuss travel plans in advance with your Area Coordinator.
7. Actively participate in the recruitment and selection of Residence Life & Housing staff members, which will require weekend commitments in the spring semester.
8. Participate in an evaluation session each semester with the appropriate Area Coordinator.
9. Participate in all other job related activities as assigned by the Area Coordinator.

### V. On Call Responsibilities

1. Serve in a weekly on-call rotation with other Community Advisors beginning Monday morning through the following Monday morning.
2. Provide management and support to RA duty process, including calling each duty area nightly and communicating with and responding to requests of the Department of Public Safety and Student Life on Call staff.

### VI. Administrative Responsibilities

1. Assist with the check-in and check-out process at the beginning and end of each academic year.
2. Complete all assigned paperwork on time and deliver it to your Area Coordinator, as appropriate.
3. Visit the Student Life office daily to check your mailbox.
4. Distribute all materials and notices to students in your mailbox the same day that you receive them or as requested.
5. While on call you will have access to a master key for facilities in your area:
  - a. The master key is only to be used by a staff member to allow locked out residents admittance to their assigned rooms or in case of an emergency situation when you have explicit direction from the Area Coordinator or Student Life on Call staff.
  - b. Keep the master key secured at all times when in your possession.

- c. Never lend the key to another student for any reason.
6. Assist with health and safety inspections
7. Assist with fire drills.
8. Walk your area once per week, identify and report any maintenance or safety concerns.

## **VII. General Responsibilities**

1. Consistently display a positive attitude toward fulfillment of the job expectations and responsibilities to residents, Residence Life & Housing staff, and other College offices with which you come into contact.
  - a. You are expected to be a good role model in all situations that you find yourself.
  - b. Demonstrate initiative, interest, enthusiasm and cooperation with respect to job responsibilities.
  - c. Display a positive and caring attitude toward other staff and students.
2. Project yourself as a positive role model with the knowledge that the Community Advisor position is a recognized leadership position carrying with it a significant amount of responsibility to your fellow students and the College as a whole. Such responsibilities include the expectation that you will act in a professional manner at all times.
  - a. Display exemplary personal conduct in accordance with the College's Community Standards.
  - b. Immediately (within 24 hours) notify the Director of Residence Life and Housing of any personal conduct or allegation of personal conduct that is a violation of state law, college policy and/or procedure including Dickinson College community standards.
  - c. Communicate openly and honestly with the entire staff.
  - d. Help build a strong staff relationship.
  - e. Support fellow staff members through what you say and what you do.
  - f. Always speak positively about other team members and building staffs. If you have staff concerns, please talk to your Area Coordinator.
  - g. Everything that is said and done with the staff is to remain confidential.
  - h. Attend staff development activities.
  - i. Become acquainted with the resources available and refer students as necessary to College offices such as Campus Leadership & Engagement, Dean of Students, Wellness Center, Department of Public Safety, Academic Advising, Registrar, Financial Aid, and others.
  - j. Report issues of concern as appropriate (work orders, reports to DPS) and share information with your supervisor.
  - k. Be familiar with emergency protocols and assist in crisis situations as directed.
3. Work actively toward completing personal and professional goals.
4. Strive to achieve a positive balance between academic responsibilities, duties associated with the Community Advisor position, and the continuing maintenance and improvement of your personal well-being.

## **VIII. Specific Provisions**

1. Must be registered as a full-time student at least in his/her fifth semester (with at least 16 total credits earned).
2. Prior experience (at least one semester) as a Resident Advisor.
3. Maintain a minimum cumulative GPA of 2.75. If a CA falls below a 2.75 cumulative GPA, the RA may be granted one semester probationary period to raise the GPA, if after the semester of probationary status the GPA is below a 2.75, the CA will be released from the position.
4. Take no more than 5 credits (this includes auditing courses) without approval from your Area Coordinator.
5. Hold no other job during the period of the contract unless approved by the Residence Life & Housing.
6. Limit participation in any on-campus or off-campus organization to the levels agreed upon by both you and the Area Coordinator prior to your selection as a Community Advisor.
  - a. Discuss all involvement in co-curricular activities with your Area Coordinator.
  - b. Before assuming new responsibilities, discuss the possibility with your Area Coordinator.
7. Notify the appropriate Area Coordinator of any anticipated absence, those exceeding 24 hours from campus, no less than 48 hours prior to the anticipated absence. Absences for an extended period of time (more than four days) will require approval by the appropriate Area Coordinator.

**TERMINATION**

Termination, by mutual agreement or if determined necessary by Residence Life & Housing, may be effected at any time. You may be terminated at any time for failure to perform assigned Community Advisor duties or for conduct deemed inappropriate to a member of the student staff of Residence Life & Housing. This includes but is not limited to personal violations of stated College community standards.

- I. If a Community Advisor resigns or is released from the appointment, you must vacate your residential assignment by an agreed upon date with the Area Coordinator. If belongings are not removed by this date, the student will be charged for the removal and storage of items, the cleaning, and preparation of the room for a new student.
- II. The Community Advisor will be charged a prorated amount to their student account for the remainder of the semester (the room charge per night for each night remaining in the semester) to account for the compensation not earned.
- III. A Community Advisor who resigns or is released from the appointment may not reside in the building or area in which he/she previously worked.

**REAPPLICATION**

The Community Advisor position is a semester and/or yearly appointment. Staff will be required to reapply. Reappointment is based on job performance and an evaluation of the staff member by the Residence Life & Housing professional staff.

**ACKNOWLEDGEMENT**

My signature below acknowledges I have thoroughly read the Community Advisor Position Agreement. I understand I am responsible for abiding by the terms and conditions of this agreement and failure to uphold the agreement may result in release from this appointment. I also understand my appointment to the Community Advisor position is for only one academic year and I must participate in a re-appointment process if I would like to be considered for an additional appointment. If released from the Community Advisor appointment, any future paid and un-paid student leadership opportunities within Residence Life & Housing may be denied.

I allow Residence Life & Housing to include my image on the College website, as it features all student staff on the website. Your name, photo and a brief bio will be included on this page.

\_\_\_\_\_  
COMMUNITY ADVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AREA COORDINATOR

\_\_\_\_\_  
DATE