

Job Summary: Community Advisors (CAs) are leaders within the Residence Life Student Staff who assist the Assistant Directors in supporting Resident Advisors and House & Apartment Managers. CAs are expected to serve as a resource, mentor, and role model for residents and student staff members.

Key Responsibilities:

1. Staff Development & Support

- a. Actively engage with student staff to build positive relationships and answer questions.
- b. Serve as a resource and point of contact for student staff, providing information about campus resources, policies, and procedures.
- c. Support programming initiatives as outlined in the 2024-2025 Programming Model.

2. On Call responsibilities

- a. Serve in a weekly duty rotation with other Community Advisors as outlined by the department.
- b. CAs must respond promptly to situations and contact appropriate authorities as outlined during training.
- c. Serve as a resource for student staff seeking information/assistance, including referrals to campus services, and calling up to the Student Life On-Call professional.
- d. CAs on call may be called upon to assist RAs in mediating conflicts between residents, providing additional guidance and support.
- e. Submit thorough and accurate reports for any incidents, policy violations or emergencies that occur.
- f. Maintain detailed logs of on-call activities and any communications with student staff.
- g. CAs on call should be reachable and responsive to calls, texts, or other communication methods during their on-call period. The on-call phone should always remain on and with volume up, unless in class.
- h. Follow established communication protocols and procedures when responding to emergencies or interacting with residents.

3. Policy Enforcement

- a. Enforce residence hall policies and regulations to maintain a safe and respectful living environment.
- b. Assist with the completion of Healthy & Safety Inspections as outlined by the department.
- c. Document and report policy violations to the appropriate authorities.

4. Administrative Duties

- a. Spend two hours a week helping to staff the Campus Life office as scheduled with the Administrative Coordinator.
- b. Participate in weekly staff meetings, training sessions, and professional development opportunities.
- c. Attend one-on-one meetings as scheduled by the Assistant Directors.
- d. Complete administrative tasks, including program tracking, submitting on-call logs, regularly checking staff mailbox, and reporting concerns to their Assistant Directors.

5. Communication

- a. Effectively communicate information to student staff through various channels, including email, group chats, and/or in-person meetings.
- b. Collaborate with other staff members and campus partners to ensure consistent and accurate communication.

Duration of Employment:

Community Advisors will hold the position for the entirety of the 2024-2025 academic year. Exceptions (or considerations) are made for those graduating in December or approved to study abroad.

1. Fall 2024 employment is August 18th, 2024 - December 22nd, 2024.
 - a. Fall CA Training begins on August 18th, 2024.
 - i. CAs may arrive to campus between 8:30am-4:00pm on August 17th or by noon on August 18th.
 - b. Fall Closing is anticipated to end on December 22nd, 2024.
 - i. Student Staff should plan to depart after 2:00pm on this date.
2. Spring 2025 employment is January 14th, 2025 - May 14th, 2025.

- a. Spring Training begins on January 14th, 2025.
 - i. Student Staff may arrive to campus between 8:30am-4:00pm on this date.
- b. Spring Closing is anticipated to end on May 14th, 2024.
 - i. Student Staff should plan to depart after 2:00pm on this date.

*** All Dates are Subject to Change ***

Remuneration:

Your total remuneration* includes:

1. Community Advisors (CAs) are provided a single apartment, with no cost, for the term of employment.
 - a. For reference, 2023-2024 Total Room Credit: \$9,150 per year
2. A stipend of \$1,200 per semester.
3. If a student leaves or is released from the CA appointment before the semester ends, they will receive a prorated amount of the stipend for the time in the position and will be charged a prorated amount to their student account for the remainder of the to account for the compensation not earned.
4. If a student is appointed mid-semester, they will receive a prorated amount for the remainder of the semester and will receive a prorated credit to their student account for the remainder of the to account for the compensation earned.

** CA remuneration may affect some students' financial aid packages.*

*Please contact Financial Aid for further information specific to your package. **

Work Schedule:

The responsibilities of this appointment will require a minimum of 10 hours per week. This includes:

1. On-Call Responsibilities as scheduled at the start of each semester.
2. Weekly staff meetings every Tuesday evening from 8pm-10pm.
3. One-on-one meetings as scheduled by your Assistant Director.
4. Participation in staff development activities as planned by your Assistant Director.
5. Assist with activities sponsored by Campus Life. These include but are not limited to First-Year Move-In, New Student Orientation, Upper-Class Move-In, Fall Closing, Spring Opening Weekend, and Spring Closing.
6. Be on campus throughout the academic semester when the college is open. Residential facilities will be open and Community Advisors will be on-call for Fall Pause and Spring Break.

Training and Development:

Community Advisors are required to attend the entirety of fall and spring student staff trainings.

1. Fall training is scheduled to occur between August 18th starting at 1pm and will continue through move-in weekend – August 31st & September 1st, 2024 (Dates are subject to change).
2. Spring training is scheduled to occur between January 14th starting at 5pm and will continue through move-in weekend on January 18th-19th, 2025 (Dates are subject to change).
3. Additional training will be supplemented throughout the semester during Tuesday staff meetings.

Specific Requirements:

1. Must be registered as a full-time student at least in their fifth semester (with at least 8 total credit hours.)
2. Maintain a minimum cumulative GPA of 2.75. If an RA 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 RA will be released from the position.
3. Take no more than 5 credits (this includes auditing courses) without approval from your Assistant Director.
4. Hold no other job during the period of the agreement unless approved by your Assistant Director.
5. Limit participation in any on-campus or off-campus organization to the levels agreed upon by both you and the Assistant Director prior to your selection as a Community Advisor.
 - a. Discuss all involvement in co-curricular activities with your Assistant Director.
 - b. Before assuming new responsibilities, discuss the possibility with your Assistant Director.
6. Notify your Assistant Director of any anticipated absence exceeding 48 hours from campus no less than 24 hours prior to the anticipated absence. Absences for an extended period (more than four days) will require approval by the appropriate Assistant Director.

Termination Clause:

Termination, by mutual agreement or if determined necessary by Campus Life, may be affected 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 Campus Life. This includes but is not limited to personal violations of stated College community standards.

- I. All Student Staff must complete all necessary paperwork from HR prior to starting employment. Students who do not complete proper onboarding paperwork will be terminated.
- II. If a Community Advisor resigns or is released from the appointment, you must vacate your residential assignment by your Assistant Director and Associate Director of Residence Life.
- III. The Community Advisor will be charged a prorated amount to their student account for the remainder of the semester to account for the compensation not earned.
- IV. A community Advisor who resigns or is terminated from the appointment may not reside in the building or area in which they previously worked.

Reapplication:

The Community Advisor position is for a full academic year appointment. Staff will be required to reapply. Reappointment is based on job performance and an evaluation of the staff member by the Campus Life professional staff.

Technology Agreement:

Student staff members should only use the provided housing database for work-related purposes. Using this database for personal motive is strictly prohibited. Each student staff member is provided unique credentials for individual use and should not be shared with other students, faculty, or staff members. All activities completed within the housing database is logged within the system. These logs may periodically be checked by Campus Life staff and student staff users accessing data without reason or attempting to access data outside of the scope of their work will receive follow up and potential job action dependent on the severity of the situation.

Student staff members on-call use a department-owned iPhone as part of their on-call responsibilities. When on call, the student staff member will receive an iPhone and accessories, including a power adapter, charging cable, case, and software for use. The student staff member may not install any software which violates the Dickinson College's Responsible Use Information Technology Resources Policy. Uninstalling any provided or iOS software or profiles is not permitted. Campus Life professional staff will monitor the iPhone to ensure compliance with Dickinson College's Responsible Use Information Technology Policy and this agreement. Any attempt to "jailbreak" the device or to remove any Residence Life & Housing information will not be permitted.

The student staff member shall use reasonable care to ensure that the iPhone and accessories are not damaged. In the event of damage or loss/theft of the iPhone or accessories, it is the student staff member's responsibility to notify Campus Life professional staff as soon as possible.

The iPhone should be secured or always attended. Staff members should avoid situations that are conducive to loss or damage, including but not limited to, broken screens, water damage, or extreme temperatures. Staff should not alter the physical equipment or make permanent changes. Staff should return the phone and its accessories in the same condition they were received at the end of their on-call shift.

Key Agreement:

Student staff members will have access to building or campus-wide master keys to assist with on-call responsibilities, room inventories, health & safety inspections, and opening/closing procedures. When in possession of master keys, student staff members are responsible for safe-keeping and proper usage. Student staff members should only key into spaces identified by professional staff or rooms that students are locked out of while the locked-out student is present. Student staff members should always be accompanied by another Campus Life staff member when using a master key to enter a space. When exiting a space, the student staff member(s) should lock all doors behind them.

The student staff member who signed out the master key is responsible for the appropriate safe-keeping and usage of the key. They are expected to uphold and role-model policy for keys and lockouts as outlined in the Dickinson College's Residential Living Guidelines and Policies.

Confidentiality Agreement:

As a student employee of Dickinson College, I understand that I have the responsibility and duty to protect the privacy of

all College information, including but not limited to information regarding current students and former students. I recognize that at any time I may be made aware of any confidential and/or private information about the College and/or information pertaining to current and former students. I understand that all information that I obtain, see, observe, hear, or become aware of by any means is considered confidential. I further understand that the unauthorized release or discussion with others of such information, whether to parties internal or external to the College, is strictly prohibited and may lead to immediate termination from residence life student employee role.

As a Dickinson College student employee, I also understand that there is legal prohibition to the dissemination of student information to others under the Family Educational Rights and Privacy Act of 1974 (FERPA).

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information. If I become aware of a violation of the Confidentiality Agreement, I must report it immediately to my supervisor.

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 (unless a semester appointment is approved in advance) 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 unpaid student leadership opportunities within Campus Life may be denied.

I allow Campus Life to include my image on the College website and social media.

First & Last Name (Printed)

Date

Signature