



Community Advisor Job Description

This position lives on a wing in a Central Campus residence hall or West Campus apartment. They develop a rapport with each of the residents on the wing/floor, organize programs of all types for residents, assist students in finding campus resources, distribute information to residents, assist University Housing with various administrative duties, assist with student check in and check out, serve in a duty rotation for emergency response, and enforce university policy and community standards in the building.

Required Qualifications

- Must be in good academic and judicial standing
- Must be available for fall and spring training, prior to classes starting

Preferred Qualifications

- lived in on-campus housing for 2 semesters
- 2.75 GCSU Semester and Cumulative GPA
- Leadership experience
- Event Planning Experience

Types of CA Positions (All will fall under the same HR application and preferences will be requested during the interview process)

- Central Campus CA (position begins early August)
 - Assigned to traditional residence halls including Adams, Bell, Foundation, Napier, Parkhurst, Sanford, and Wells
 - 10-month contract
 - Does not work summer hours
- West Campus CA (position begins early August)
 - Assigned to apartment style buildings including Village 1 – 5
 - 12-month contract
 - Required to work summer hours
- Bridge Scholars CA (position begins late May)
 - Assigned to Village 6
 - 12-month contract
 - Required to work June – July

Key Responsibilities

- Connecting with Residents
 - Take initiative by connecting with residents in both formal and informal settings, knows all residents and be aware of concerns and needs in the community, help residents feel welcomed, known, and cared for
- Resident Engagement & Programming



- Contribute ideas and/or follow-through on staff responsibilities for resident engagement and programming, implement strategies and programs that contribute to resident well-being and a sense of belonging, fully participate in and take ownership of hall and floor events, programs, and meetings
- On-Call Responsibilities
 - Serve in on-duty (5 p.m.-8 a.m.) rotation approximately once a week, occasional weekends (24 hour shifts) and holidays.
 - During Duty: connect with residents, spend time in the community, complete building rounds and administrative tasks, respond to emergencies, enforce housing policies and other duties as assigned.
- Student Care, Concerns, Confrontation
 - Understand and follow campus policies and procedures, approach student concerns with compassion and care, confront students regarding observed policy violations and behavioral concerns, communicate to the Community Director about any concerns or policy violations, follow appropriate procedures for emergencies and confrontation, submit incident reports in a timely manner
- Administrative Responsibilities/Meetings
 - Attend regular staff meetings and 1:1s with supervisors
 - Participate in professional development opportunities
 - Complete assigned task

Compensation

All first year CAs complete a housing application and pay for housing and are compensated back the cost of their housing contract + \$500 over the course of the academic year. This amount is broken down into an hourly rate that may vary based on your housing assignment.

CAs will claim 19 hours a week and are unable to hold secondary on-campus employment.