



## COMMUNITY ADVISOR - CA

### Job Description

Community Advisors (CA) are staff members of the Department of Residential Education and Housing at The College of New Jersey. The Department of Residential Education and Housing believes that living in residence provides the student with an essential part of their education which helps to develop the holistic and self-directed person. The CA works under the direction of the Residence Director in fulfilling a role extending into all aspects of the student's physical, social, emotional, educational, and psychological well-being.

### MAJOR RESPONSIBILITIES FOR THE POSITIONS INCLUDE

#### A. Resident Responsibilities

- Serve as a leader in developing a community.
- Be aware of the progress of all students in the living unit through daily contact.
- Assist students in developing effective study habits.
- Be available to residents as much as possible during evenings and weekends.
- Assist in resolving resident conflicts.
- Advise and counsel students within the limits of training and capability in academic, personal, and social matters.
- Encourage self-regulation as an objective in student conduct.
- Refer students to appropriate college agencies as needed.
- Provide assistance in organizing, programs that support the residential learning model. Specific program topics should be based on the needs of the specific population assigned (i.e. FYE, SYE, Special Interest, Upper class).
- Know and explain the rationale behind the Social Contract and college policies and regulations, and contribute to the development and enforcement of these policies and regulations.
- Conduct regular meetings with residents to share information and build the community.
- Continue your work of creating community by being active participants in The College dining program and allowing your interactions with the students to extend into the campus dining facilities; while observing all guidelines listed in the staff meal plan guidelines and agreement.

#### B. Administrative Responsibilities

- Attend all scheduled training and staff meetings, including pre-service (mid-August) and in-service training, and all regularly scheduled area, staff, and individual meetings.
- Share scheduled evening duty responsibilities as devised by the Residence Director.
- Adhere to all policies and procedures established by the college and your supervisor(s).
- Demonstrate knowledge of hall and desk procedures by scheduling 2-5 hours of desk responsibilities per pay period at the assigned area office.
- Participate in the opening and closing of residence facilities at vacation periods (Thanksgiving, winter and spring breaks and end of the spring semester).
- Communicate college information to students and channel feedback to the Residence Director.

- Serve as a liaison with Building Services and Facilities staff who service and repair the residence facilities.
- Assist the SMRO concerning building maintenance.
- Serve as a liaison to the dining service.
- Make the public areas of the building attractive through monthly bulletin board displays.
- Be on campus at least two weekends per month.
- Assist with fire drills, fire alarms, and other emergency situations.
- Participate in departmental staff selection and evaluation processes.
- New staff are expected to participate in all on-going trainings during staff meeting, professional development and/or CA Seminar.
- Returning staff serve on at least one departmental committee.
- Other duties as assigned by the Residence Director and Assistant Director.

**C. Personal Responsibilities**

- Know and observe all Residential Education and College policies and regulations.
- Assume a set of acceptable behavioral standards by virtue of being a role model in the residence community.
- Hold yourself accountable to the expected behaviors outlined in the Student Staff Code of Ethics which you must sign.
- All extra-curricular activities must be approved by the Residence Director prior to participation.

**D. AFFIRMATIVE ACTION**

Refrains from any behavior which adversely discriminates against an individual or group because of their age, race, color, sex, or other generic characteristics as defined by the college's Affirmative Action Policy. Any employee found in violation of this requirement shall be subject to disciplinary action and/or dismissal.

**Updated October 2016**