



## 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 builds open, purposeful and caring communities. We provide experiences that empower students to explore identity and develop wellness practices that contribute to responsible citizenship. CAs work under the direction of the Residence Director in fulfilling a role that supports residential students' development and needs.

### MAJOR RESPONSIBILITIES FOR THE POSITIONS INCLUDE

#### A. Resident Responsibilities

- Serve as a leader in developing a community
- Maintain consistent contact with residents in the community and be aware of residents' progress throughout the year
- Assist students in developing effective study habits
- Be available to residents and engaged in the residence hall community
- Assist with coaching residents as community conflicts arise
- Advise students within the limits of training and capability in academic, personal, and social matters
- Refer students to appropriate college resources as needed
- Provide assistance in organizing learning-based events that support the residential curriculum and meet the needs of the specific population assigned (i.e. FYE, SYE, Special Interest, UCE) under the direction of professional staff.
- Plan and execute community events that align with and support the residential curriculum.
- Have regular interactions (intentional conversations, community meetings, etc.) with residents to support residents' goal development, share information and build community
- Facilitate community development by being an active participant in The College dining program and allowing your interactions with residential students to extend into the campus dining facilities
- Encourage and educate students on appropriate behavior in accordance with the Guide to Residence Living and Code of Conduct

#### B. Administrative Responsibilities

- Attend all scheduled training and staff meetings, including pre-service (August and January) and in-service training, and all regularly scheduled area, staff, and individual meetings
- Share scheduled evening duty responsibilities as assigned by the Residence Director
- Adhere to all policies and procedures established by the college and your supervisor(s)
- Work assigned shifts in assigned area office to support key management and package/mail distribution
- 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
- Assist the SMRO concerning building maintenance
- Maintain bulletin board displays as directed by supervisor

- Discuss extended time away from campus with supervisor
- Assist with fire drills, fire alarms, and other emergency situations
- Participate in departmental staff selection and evaluation processes
- Other duties as assigned by professional staff

**C. Personal Responsibilities**

- Know and observe all Residential Education and College policies and regulations
- Assume a set of acceptable behavioral standards and serve as a role model in the residence community
- Hold yourself accountable to the expected behaviors outlined in the Student Staff Agreement, which you must sign before your contract period begins
- Discuss extracurricular and outside employment opportunities with supervisor

**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 2018**