COMMUNITY ADVISOR POSITION DESCRIPTION

The staff member will serve as a mentor/resource to all residents in their building(s) using the Residence Life Office and Niagara University mission as a guide to build community. They will report to the Residence Director and contribute to the day-to-day operations and programming in the residence halls.

Community Development

- Maintain regular contact and become acquainted with all the residents on the floor/section by name.
- Be open-minded and respectful of others’ values and beliefs.
- Role model behaviors that reflect consideration and respect for all individuals within the community.
- Utilizing the community standards model, encourage residents to share responsibility for maintaining a respectful and positive communal living environment conducive to socializing, studying and sleeping.
- Assist residents in interpersonal conflict resolution, which may include mediating disputes between individuals, roommates and groups.
- Encourage leadership development through involvement in campus groups, organizations, activities, and programs.
- Promote an appreciation of Niagara University’s core values (spirituality, knowledge, creativity, integrity, and compassion) as well as diversity and multiculturalism through programming and community development.
- Respond fairly and consistently to violations of residence hall and University policies as well as state, local, and federal laws.
- Address community standards and inappropriate behavior that affect the floor or building community. Confront students and hold them accountable for incidents that are not aligned with the Student Code of Conduct.

Administrative

- Submit informational weekly reports to the Residence Director or respective member of the staff leadership team.
- Maintain confidentiality with student and staff related matters, including but not limited to: incident reports, mental health issues, and disciplinary status of residents.
- Coordinate open-door hours to allow for visibility and provide a structured time to address any concerns. However, your visibility should not be limited to just these hours.
- Participate in Office of Residence Life events (Housing Selection, CA Selection, etc).
- Attend and participate in weekly staff meeting with the Residence Director.
- Attend bi-weekly one on one meetings with assigned Residence Director.
- Submit incident reports promptly after an incident clearly, articulately and without bias.
• Assist students who are locked out of their assigned residence hall room, abiding by the Master Key Agreement and specific area lock out policy.
• Complete other administrative duties as assigned by your Residence Director or other member of the Residence Life staff leadership team.
• Practice good balance/time management with all activities. A Community Advisor’s primary responsibility is to his/her academic work; CA responsibilities come second. All other activities, clubs, jobs, etc. must be approved by the assigned Residence Director.

Training
• Attend and participate in fall and spring training, which will require early arrival to campus for each semester.
• Attend and participate in all scheduled in-service training sessions during the academic year.

Student/Staff Resource
• Be acquainted with the following areas so as to serve as an effective informational and referral agent for residents:
  o College academic procedures, departments, and the academic calendar (including the Student Handbook).
  o Offices and their functions within or affiliated with the Student Affairs Sector including Dean of Students, Residence Life, Campus Activities, Campus Safety, Kiernan Center, Campus Ministry etc.
  o Important offices or departments in other areas of the University, including academic departments
• Maintain a thorough working knowledge of residence hall policies and procedures.
• Display current fliers and posters concerning campus events and organizations promptly and neatly.

Housing Operations
• Maintain accurate and current room inventory report forms for all rooms in assigned area.
  o Inspect and inventory shared community living space.
• Assist with the management, distribution and collection of all residence hall keys, including reporting lost or broken keys.
• Utilize staff and master keys only as allowed and directed by the Residence Life Office and outlined in the master key agreement, including keeping all keys secure and in proper location.
• Keep the staff office and CA workspace in the Residence Life Office organized and clear of clutter. Do not remove supplies or equipment from offices without approval.
• Submit work orders for all damages and maintenance issues.
• Conduct monthly health and safety inspections of all rooms in assigned area.
• Assist with the implementation of all housing check-in and check-out procedures as well as break closings and openings in assigned residence halls.

• Assist students with the residential living experience, including creating a comfortable living environment.

Programming
• Complete all programming requirements and submit proposals and evaluation paperwork after completion of each program.
• Support resident involvement in program development in the residence hall.
• Create bulletin boards and door decorations as instructed by Residence Director.

Role Modeling
• Uphold the mission of the Residence Life Office, the Student Code of Conduct and all federal, state and local laws at all times. Behavior not aligned with the University/Office policies, mission, and/or Code of Conduct, will result in a supervisory review and potentially termination from the CA position.
• Conduct yourself as a student leader at all times while on campus.
• Present to the student body good academic, personal, residential, and leadership qualities at all times. In addition, role model a positive attitude towards residence life and the policies of Niagara University.
• Maintain confidentiality however reporting all mandatory reportable events to appropriate personnel.
• Maintain a cumulative GPA of a 2.5.

Duty
• Participate in desk coverage and on-call duty rotation as scheduled.
• Meet all expectations & responsibilities of desk and duty coverage including prompt arrival and accurate follow through (i.e. ID checking, rounds, etc.).
• Understand and follow all emergency response procedures as outlined in staff training and/or as requested by University or emergency response personnel.

PLEASE NOTE: This job description(s) is/are subject to change at any time for any reason. The basic duties of the position will remain consistent; however, the day-to-day responsibilities of the CA and LCA position may change as per the Director of Residence Life, Assistant Director of Residence Life and/or the Residence Director as necessary and appropriate.

Updated 2/2013