

Pre-College Programs Community Advisor – Job Description

The Pre-College Community Advisor (CA) builds community, fosters growth, and is a leader for all Pre-College students and residential staff within their assigned housing communities during the summer. CAs will work to create a warm, welcoming, and inclusive environment for the Pre-College community with the support and guidance of the Assistant Director for Pre-College Student Affairs. Individuals who are interested in applying for this role should be prepared to take on the responsibility of caring for the safety and well-being of high school students.

Position Overview and Purpose:

The Pre-College Programs Community Advisors (CAs) are student employees who are essential to the success of the Pre-College Programs. CAs provide leadership to their assigned housing communities and supervise the Residential Advisors (RAs) of those housing communities. CAs will provide support and leadership to their RAs and students through developing strong communication and organization. These leaders will help to ensure the safety, security, and well-being of their housing communities by overseeing the operations and logistics of Pre-College residential life. CAs will be expected to work effectively and efficiently through independent work but also as an integral member of a team.

Although the Office of Pre-College Programs is looking for a diverse group of candidates for the CA position, the following skill sets are desirable in a potential CA:

- Leadership/Mentorship
- Teamwork/Collaboration
- Professionalism/Maturity
- Independence
- Effective Oral/Written Communication
- Critical Thinking/Creative Problem Solving
- Adaptability
- Self-Starter
- Commitment to Diversity, Equity, Inclusion, and Belonging
- Project Planning/Time Management
- Embodiment of the Pre-College Mission and Vision

Please Note: Act 153 Clearances including PA Criminal History Check, PA Child Abuse Clearance, and FBI Background Check are required for employment with Pre-College Programs. Failure to obtain proper clearances will result in dismissal from the position.

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CA Applicant Qualifications:

All candidates who are interested in applying for the Pre-College Programs CA position must meet the following qualifications:

- Need to be a rising *third* or *fourth-year* student at Carnegie Mellon University
- Achieve and maintain a minimum 2.0 QPA
- Must be in and maintain good disciplinary standing with Carnegie Mellon University (During the selection process, a Community Standards record check will be completed.)
- Have previous or transferrable experiences of being an RA/camp counselor and/or working with high school students

CA Role Responsibilities:

If hired as a Pre-College Programs CA, an individual will have the following responsibilities:

STUDENT STAFF TRAINING AND SUPERVISION

- Planning and compiling training schedules as well as any materials needed for training.
- Assisting in organizing and planning RA training with the Assistant Director.
- Assisting in the facilitation of RA training sessions with the Assistant Director and guest speakers.
- Planning and organizing house-specific evening training sessions for RAs.
- Answering and assisting with questions or concerns related to training.
- Developing and creating a training survey to gather feedback from RAs.
- Providing ongoing training, support, and supervision for RAs within the assigned housing community during the program.
- Responding to staff requests as well as anticipating needs, troubleshooting, & problem solving.
- Advising staff in response to student situations such as policy violations, roommate issues, etc.
- Assisting RAs in fulfilling their responsibilities in times of need.
- Conducting weekly 1:1 meetings with RAs of the assigned housing community and providing ongoing support to them as needed.
- Planning/organizing all-staff, all-student, and building-specific meetings in coordination with the Assistant Director.
- Ensuring that RAs follow their duty schedules and complete their assigned responsibilities.
- Approving RA day-off requests.
- Organizing and supporting team-building throughout the program.

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EMERGENCY RESPONSE

- Serving as the first line of response in residence halls for issues such as fires, medical and mental health emergencies, lost child protocol, etc.
- Calling for additional help and offering support to resident advisors and students in emergencies.
- Working with the Assistant Director in responding to Pre-College student emergency situations.
- Coordinating emergency room/urgent care trips for students.
- Being on-call in a rotation with fellow CAs for the duty phone and emergency response.
- Assisting university officials in the event of an emergency and during any investigation process if needed.

PROGRAM & EVENT PLANNING

- Working as a team with the RA staff to plan/execute programming, clubs, and events throughout the summer.
- Working with the Assistant Director on operations and logistics of Early Arrival Days, Opening Day, Orientation Day, Closing Days, trips, and events.
- Coordinating and scheduling staff for all events, activities, trips, and clubs.
- Planning the 3-week dance event with RAs.
- Organizing and managing all program supplies, supply ordering & acquisition.
- Attending and supporting events, clubs, and programs to build community throughout the Pre-College Programs.

TRANSPORTATION COORDINATION

- Planning and scheduling the staff logistics of airport transportation for Early Arrival Days and Opening Day with the Assistant Director.
- Managing the check-in/check-out processes for Pre-College trips.
- Providing Uber coupons to RAs in the event of an emergency.

COMMUNICATION

- Working with the Assistant Director to organize and facilitate all-staff and all-program meetings.
- Working with RAs to plan/organize weekly floor meetings.
- Communicating and checking in with students and RAs of the assigned housing community.
- Connecting and maintaining consistent communication with commuter students to convey any important information and build community.
- Managing the duty phone rotation and answering calls.

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- Following up on all staff and student concerns/requests with appropriate individuals in a timely manner.
- Serving as a communication coordinator among students, RAs, and the Assistant Director.

STUDENT MANAGEMENT

- Being the first point of contact for any student issues or concerns and determining the best course of action, including involvement with the Assistant Director.
- Helping students find appropriate resources in times of need (ex.: Disability Resources, Student Academic Success Center, University Health Services, CaPS, etc).
- Overseeing all curfew processes (and lost child protocol when necessary).
- Checking and reviewing building incident reports daily, following up with RAs and students involved, and reporting to the Assistant Director as needed.
- Maintaining confidential student records/information of the assigned housing community.
- Meeting with students as necessary.

COMMUNITY DEVELOPMENT

- Creating a welcoming and inclusive environment within the Pre-College community through programming, events, activities, and communication with both staff and students.
- Enforcing the zero-tolerance bullying policy throughout the Pre-College community.
- Ensuring that the shared vision, values, and code of conduct of Pre-College Programs is upheld throughout the housing communities and among students and staff.
- Being a positive role model to Pre-College students by providing an example of students who are involved on campus and living well-balanced lifestyles.

ADMINISTRATION AND OTHER RESPONSIBILITIES

- Facilitating Committee Meetings with, and in coordination with, Resident Advisors.
- Managing the curfew process, keeping all records, and being prepared to launch an emergency action plan in coordination with the Assistant Director.
- Managing all RA duty schedules and making sure that each position is covered at least 48 hours in advance.
- Managing purchases of supplies and the budget of the assigned housing community.
- Completing required training to receive, and being responsible for the procurement card provided by the Office of Pre-College Programs and completing required transaction verification submissions in a timely manner.
- Creating/updating documents necessary to improve processes and better serve Pre-College students as well as RA/CA needs.

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- Documenting and keeping records of student-related and RA/CA-related issues.
- Overseeing systems, policies, and procedures to help the residential program run effectively.
- Executing and managing the AFC Request process, including phone and email communication with parents/guardians & students of the assigned housing community.
- Staying on campus and remaining available when on duty phone responsibility.
- Working with RAs within the assigned housing community to make sure all housing facilities (student dorm rooms, assigned floors, front desk area, kitchens, refrigerators, lobbies, bulletin boards, door decorations, and other building common areas) are cleaned, organized, and ready for the Assistant Director to do a final walk-through check by the assigned time on Saturday, August 3, 2024.
- Working with RAs to organize and move out items left by Pre-College students.
- Maintaining daily communication with the Assistant Director and providing updates to the Assistant Director on student, staff, and programming issues.
- Providing the Assistant Director with feedback and updates as necessary.
- *All other duties as assigned by the Assistant Director.*

Important Information for Candidates:

DATES:

- **Employment Start Date:** Monday, May 27, 2024*
- **Employment End Date:** Sunday, August 4, 2024

TERMS:

- **Stipend Term:** Monday, May 27 – Sunday, August 4, 2024 (paid in evenly distributed semi-monthly installments throughout the term)
- **Residential Term:** Sunday, May 26 – Sunday, August 4, 2024**

**There will be some occasional planning, work, and meetings during the Spring 2024 semester.*

***Living on-campus and within the housing communities is mandatory for CAs from Monday, May 27 – Sunday, August 4, 2024. All CAs will have to move out by 12:00 pm on August 4, 2024.*

- **Meal Plan Term:** There are two different meal plan terms for CAs. *Please read the following carefully.*
 - *Pre-Program:* Leading up to the training of RAs, CAs will be responsible for acquiring their own meals outside of two occasions that will be discussed

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during training. Once official RA training begins on Monday, June 10, 2024, CAs will have the following accommodations:

- Monday - Friday: CAs/RAs will have a continental breakfast at their housing locations prior to training and will receive DineXtra on their ID cards for lunch and dinner.
- Saturday - Sunday: CAs/RAs will receive DineXtra on their ID cards for brunch and dinner.
- Pre-Program DineXtra will expire at 11:59 pm on Friday, June 21, 2024.
- *During the Program:* Sunday, June 23 - Friday, August 2, 2024: CAs will follow the same meal plan as Pre-College students. The meal plan will provide breakfast, lunch, and dinner (Monday - Friday), with brunch and dinner provided on Saturday and Sunday. The main dining hall during this time is Resnik Café - CAs/RAs are required to use their weekend (Saturday and Sunday) meal blocks (brunch and dinner) at Resnik Café. The weekday (Monday through Friday) meal blocks (breakfast, lunch, and dinner) can be used at Resnik **or** any other dining venue on campus as “traveling meals.” *Note: Thursday, July 4th will be brunch and dinner at Resnik Café.* In addition, CAs/RAs are provided with \$14 per week (Sunday through Saturday – expiring weekly) in DineXtra funds that can be used at all dining venues on campus, including Entropy & Scotty’s Market.

OTHER INFORMATION:

- **Supervisor:** Assistant Director for Pre-College Student Affairs
- **Contact:** 412-268-6714 or pclife@andrew.cmu.edu

CA Employment Policies:

- All Pre-College staff are considered on-duty unless they are on an officially approved day off. They must abide by the policies set forth during training.
- No days off are permitted during *staff training, Early Arrival Days, Opening Day, Orientation Day, Fourth of July, and Closing Days.*
- CAs are not permitted to engage in any outside commitments during their term of employment. This includes an additional job, courses during Summer I/II, research, internships, etc.

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STATEMENT OF ASSURANCE:

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-7125.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.