

## Community Advisor

The Community Advisor (CA) is a paraprofessional student employee who partners with a Housefellow to provide overall leadership for the vision, direction, and daily activity within one of the house communities on Carnegie Mellon's Pittsburgh campus. The CA is responsible for developing a strong sense of community among house residents, facilitating resident involvement in the life of the house, and fostering an environment in the house which enhances the personal and academic success of all who live there. Toward this end, the CA provides leadership to a team of Resident Assistants who provide resources and support to all residents while maintaining community standards and offering individual and group opportunities for personal growth. In addition to localized leadership within the House, Community Advisors are charged with shaping and enhancing the broader Carnegie Mellon community through dialogue with campus stakeholders, and the design and implementation of initiatives that reflect the philosophy and principles of residential education.

### The Residential Curriculum

The Residential Curriculum is a significant part of the residential experience at Carnegie Mellon. This initiative engages students in learning within their house community through a variety of strategies and educational opportunities. The aim of this curriculum is fulfillment of the educational priority which states: *"Students living in our house communities will prepare for transformative global citizenship by cultivating an empathetic worldview and developing a clearer sense of self."*

Community Advisors work with Resident Assistants and Housefellows to accomplish this priority by centering their work on learning goals that focus on well-being, decision-making, cultural competency, and social responsibility.

### Qualifications

The following qualifications must be in order to serve in the role:

- **Commitment to Community:** CAs must demonstrate, through prior experiences and the interview process, strength of character, good judgment, flexibility, responsibility, involvement, and commitment to the Office of Residential Education and the University. As a Carnegie Mellon student and an employee of the university, you are expected to be aware

of and abide by state and federal law. You are also expected to be aware of, uphold, and abide by university community standards and Housing Services policies.

- **Course Load:** CAs must be enrolled full-time undergraduate or graduate students. They may not register for a course overload without prior permission from their Housefellow.
- **Grade Point Average:** CAs must achieve and maintain a 2.5 cumulative quality point average (QPA) or higher. Students must achieve a 2.5 cumulative QPA as well as a 2.5 semester QPA prior to their initial semester of hire. If a CA's most recent semester or cumulative QPA drops below 2.5, their employment status will be reviewed by their Housefellow. This review may result in employment action, which may include probation or dismissal from the position.
- **Student Conduct Record:** Community Advisors must be in and maintain good disciplinary standing with Carnegie Mellon University through the term of their employment with the Office of Residential Education. A Community Standards record check is completed during the selection process;
- **Selection Process:** CAs must successfully complete the application and selection process.

## TERMS

The following terms must be accepted in order to serve in this role:

- **Availability:** All CAs are expected to be sufficiently available in the house community to support their staff members and to maintain regular contact with residents. During the 2019-2020 academic year CAs are required to work an average of 20 hours per week.
- **Additional Employment:** CAs may not pursue additional employment opportunities without prior permission from their Housefellow.
- **Compensation and Employment Period:** The compensation package includes a \$500 stipend for the pre-service employment period from February 1, 2019 to May 20, 2019. Compensation for Academic Year 2018-2019 is \$15,250 including a \$250 declining balance meal plan per semester. Remuneration for Academic Year 2019-2020 is currently under review.
- **Housing Assignment:** As a Community Advisor, you will be assigned to a designated staff accommodation. Room rates vary by assignment and you are responsible for all costs associated with your assignment. As a Community Advisor assigned to a designated staff accommodation, you

and your roommates (if applicable) will be unable to retain your space the following year. Neither you nor your roommates will be granted room selection priority. You must sign your housing license agreement by dates announced by Housing Services. If you resign or are released from your position, you will be required to relinquish your room. **Termination or resignation from the position does not release Community Advisors from the terms and conditions of the Housing License Agreement.**

- **Curricular and Co-curricular Activities:** It is expected that your staff position will be your most significant co-curricular commitment and receive your highest priority after academics. For this reason, you must obtain permission from your Housefellow before taking on additional employment or any other extensive co-curricular commitments.

## **RESPONSIBILITIES**

In addition to the list below, other duties will be assigned as needed by your Housefellow.

### **Administrative:**

- Participate in a regularly scheduled one to one meeting with your Housefellow;
- Organize and facilitate a weekly staff meeting with your house staff and/or house leaders;
- Manage residence hall opening and closing periods, in coordination with your Housefellow;
  - Fall opening for residential students
  - Winter Break closing – ending December 17, 2019 at 12:00p.m.
  - Spring training and opening – beginning January 10, 2019 (arrive by/on January 9, 2020)
  - Spring closing – ending May 18, 2020 at 12:00PM, assisting with Commencement and the Whatever Drive as needed.
- Assist Housefellow in managing house budget;
- Partner with Housing Services to support annual room selection process;
- Serve as a point of interface between the house community and the broader CMU community;
- Regular meetings with the broader CA cohort.

### **Community Development:**

- Lead house staff and residents in the development of a shared vision for the house community;
- Coordinate the implementation of the residential curriculum in the house community;
- Develop the neighborhood model, in collaboration with Housefellows and other campus partners;
- Ensure that an active programming agenda of appropriate breadth and depth exists in the house community;
- Direct RAs and engage with appropriate campus partners in matters related to resident well-being that may involve peer advising, community standards enforcement, and crisis response;
- Support and promote the mission and work of house council and Student Dormitory Council (SDC).

### **Supervision and Staff Support:**

- Develop meaningful one to one mentoring, advising and supervision relationships with all RAs in the house;
- Coordinate the efforts of the RA staff toward achieving the vision for the house;
- Coordinate and facilitate training and educational opportunities for RAs;
- Provide feedback formatively and through the RA evaluation process.

## **TRAINING AND DEVELOPMENT**

Training and development programs are important to the effectiveness and success of our residential program. CAs are required to attend and participate in these activities.

- CA Pre-service trainings during the spring 2019 semester, inclusive of an All-CA training announced in February 2019.
- Spring training for the 2019-2020 Residential Education staff on March 24, 2019. Additional in-house trainings will be set by house.
- Community Advisor Fall Training August 5, 2019-August 9, 2019 (arrive by August 4, 2019)
- Residential Education Fall Training August 10, 2019-August 16, 2019
- First-Year Student Arrival, Orientation and Upper-class Arrival August 17, 2019-August 25, 2019
- CA Cohort Meetings: To be scheduled during the 2019-2020 academic year

## **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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018.

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