
COMMUNITY ADVISOR

Position Description

2024-2025

Residential | Life
MINNESOTA STATE UNIVERSITY, MANKATO



Community Advisors (CAs) are undergraduate staff members working approximately 20 hours per week within the Department of Residential Life. As actively engaged staff, CAs strive to help all students build connections, get involved, and achieve success. Residential communities should be places where all members feel safe and comfortable and can develop positive relationships with one another.

In this leadership position, CAs utilize skills in communication, conflict resolution, problem solving, and event/activity planning. CAs work closely with and receive primary work direction from their Hall Director. CAs keep their supervisor informed of the interests, concerns, needs, and observations of students in their area through regular meetings and reporting mechanisms. CAs also assist the Department of Residential Life with the administrative functions related to our housing program and facilities. CAs are hired for the academic year contingent upon satisfactory performance. Major areas of CA job responsibility include:

HELPING STUDENTS BUILD CONNECTIONS

- Establish significant connections with individual community members. Utilize Sociograms to capture these connections.
- Exhibit genuine concern and interest for residents by being available, approachable, and accessible.
- Frequently interact with residents both individually and in groups. Provide meaningful support to residents with academic and personal challenges and issues related to residence hall living.
- Eat regularly (at least 2 times per week) with individual community members in University Dining facilities.
- Implement community development strategies that provide opportunities for residents to interact with each other; including, but not limited to hangouts, MavChats, community meetings, and area events. Communicate successes and concerns to the appropriate Residential Life and University staff.

HELPING STUDENTS GET INVOLVED

- Complete departmental guidelines for encouraging active resident involvement in the first 50 days of each semester; including but not limited to the following: Welcome Week, Community Council, and communicating campus involvement opportunities.
- Work in conjunction with student leaders to host regular community meetings for all residents throughout the academic year.
- Advise community council; identify and recruit potential residence hall leaders and help facilitate their on-going development as student leaders.

HELPING STUDENTS ACHIEVE SUCCESS

- Work to establish a community where students can study and sleep. Respond appropriately to noise concerns as they occur and when become aware of them.
- Facilitate the Roommate/Suitemate/Apartment Agreement process; assist students in mediation of roommate conflicts and/or refer students to the Residential Life room change procedures.
- Know a variety of resources available on campus and connect students to those resources (people and services). Keep bulletin board zones (University, Residential Life, Community) current and aesthetically appropriate.
- Incorporate academic support elements into hangouts and distribute "Study Bucks."
- Promote utilization of mental health related resources; including but not limited to the following: Counseling Center, Accessibility Resources, Equal Opportunity and Title IX, and Student Health Services
- Have an awareness of the role as both a "role model" and an "authority." Utilize this opportunity to positively impact resident experiences and celebrate the diversity of our communities.
- Recognize positive contributions of community members.
- Understand, explain, enforce, and abide by all Residential Life and University policies, regulations, and procedures.
- Function as an initial source of support for students who are experiencing personal or academic concerns and follow up when needed.

ACTIVELY ENGAGED STAFF

- Attend all scheduled training programs prior to and throughout each academic semester.
- Participate in regular staff meetings, area meetings, in-service training, one-on-one supervisory sessions, formal evaluation processes and departmental assessment surveys. Assist with CA selection.
- Perform “duty rounds” on a regular basis as assigned. While on duty, CAs on main campus are expected to be available in their residence community from 7 PM until 7:45 AM, if not on rounds. CAs at Stadium Heights are expected to be available in their apartment from 7 PM until 7:30 AM, if not on rounds or serving Office Hours. When not on rounds, CAs on duty work from 7 PM until 10 PM in the Stadium Heights Office.
- Participate in duty assignments during Thanksgiving, Winter, and Spring Breaks. Additional compensation provided.
- Participate in opening and closing of residence hall facilities at each break period and at the beginning and end of the academic year. (CAs are expected to arrive early and stay until administrative procedures are completed.)
- Are cognizant of current student, hall, and campus issues.
- Maintain frequent communication with Residential Life staff and respect confidentiality concerning content and process of such discussions.
- Reside in the room provided, sleep in your designated room. (Time away is approved by the Hall Director supervisor for up to 7 “nights away” during a 30-day period.)
- Assist the Department of Residential Life in other ways as requested or assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS

Requirements

- Minimum of two semesters living on campus (current semester can count as one)
- Cumulative college GPA of at least 2.5 and a semester college GPA of at least 2.0
- Good financial standing (defined as not being delinquent or in default with Business Services) and good conduct standing (defined as not being on University Disciplinary Probation)
- Satisfactorily complete a criminal background check as required by Minnesota state law
- Will NOT be student teaching during the CA appointment period or have employment/internships beyond 10 hours per week.

Qualifications

- Demonstrated commitment to fostering a diverse working and learning environment
- Knowledge of residence hall student needs
- Strong verbal and written communication skills
- Ability to make connections with a variety of individuals
- Demonstrated experience helping others
- Effective time management and conflict resolution skills

CONDITIONS OF CONTINUAL EMPLOYMENT

- Remain registered as a full-time undergraduate student at Minnesota State University Mankato.
- Maintain a cumulative GPA of at least 2.5 and a semester GPA of at least 2.0.
- Maintain good financial standing (defined as not being delinquent or in default with Business Services) and good conduct standing (defined as not being currently on University Disciplinary Probation) for the duration of employment.
- Role model a standard of personal conduct commensurate with job responsibilities.
- Prioritize the CA position as the principal out-of-class activity; any competing employment or activities are at the discretion of the Hall Director. (Outside employment, including working as a Desk Assistant, requires pre-approval and is limited to 10 hours per week. Outside involvement requires supervisor approval and is limited to an average of 10 hours per week.)

All CAs receive a single room/a single semi-suite/a single room in an apartment unit and the 160-meal plan. Additionally, a minimum of \$2,835 will be paid out in a bi-weekly paycheck over the period of employment. All compensation will be prorated for start dates later than August 10, 2024, and end dates prior to May 11, 2025.

**The final compensation package will be determined with the Minnesota State System approval of Residence Hall room and board rates for 2024-2025.*

See the *Community Advisor Working Agreement* for more specific terms of employment.