

Community Advisor (CA) Position Description

2026 - 2027 Academic Year

Appointing Department	Supervised by
Student Housing and Residential Life	East Campus Residential Life Coordinator(s)
Length & Terms of Appointment	Contact
August 3rd, 2026 through maximum four (4) days after Commencement, as set forth in the academic calendar published by Cal State, Monterey Bay. Terms and Conditions with specific dates are provided with the appointment offer.	RA/CA Selection ra-caselection@csumb.edu

Position Summary

The **Community Advisor (CA)** is a live-in, part-time position in Student Housing and Residential Life at California State University, Monterey Bay. This role supports the educational and developmental vision of CSUMB and of Student Housing and Residential Life. CAs are role models who work with East Campus residents to encourage involvement in campus life, serve as a referral to campus resources, and assist in emergencies. The Community Advisor position is a nationally recognized leadership role that contributes to a positive and holistically engaging residential student experience.

Qualifications for Appointment

Cal State, Monterey Bay Enrollment

All applicants for this position must have attended California State University, Monterey Bay for one (1) semester and have completed two (2) semesters at the start of their appointment. Enrollment in the appropriate amount of credit earning units (CEUs) must be met while appointed in the Community Advisor position.

- **Undergraduate Students**
 - **Full-Time Status: Minimum 12 units per semester** and no greater than 18 units per semester.
- **Graduate Students**
 - **Full-Time Status: Minimum 8 units per semester** and no greater than 11 units per semester.

Grade Point Average (GPA): GPAs evaluated will include **only** the applicant's CSUMB GPA.

- **CSUMB Semester GPA:** 2.5 undergraduate, 3.0 graduate
- **CSUMB Cumulative GPA:** 2.5 undergraduate, 3.0 graduate
 - **Prior to Appointment:** Falling below the 2.5/3.0 GPA threshold may result in release from the position for New CAs prior to beginning the role.
 - **Active Appointment:** Student leaders who are in active appointment for this position who do not meet this qualification after their first semester in the role shall be placed on an Academic Care and Support Plan. This status shall last no longer than one (1) academic semester and inability to meet this qualification the semester following shall result in the loss of position appointment.

Conduct Standing

All candidates & appointees must be and shall remain in **"good conduct standing"**.

- **No** current university or Residential Life Community Standards probation status.

- *Must abide by all state/federal laws, Executive Order 1098: Title V (Student Conduct Code) and all Student Housing & Residential Life Community Standards and CSU, Monterey Bay policies.*

Meeting Mandatory Training & Scheduling Requirement

All applicants and subsequent appointees in the CA role must be able to attend all required spaces necessary for position appointment, there will be **minimal exceptions**.

- **Weekly Meetings:** Mondays 12:00 PM - 2:00 PM.
- **Mandatory Staff Training:** Held the first two (2) weeks of August and the second week of January every academic year. It is expected that selected staff will make attendance a priority. If unable to commit to these dates, the appointment offer will be rescinded.
- **Occasional/Weekend Responsibilities:** This role supports a residential population through community based initiatives, duty nights, and large-scale Student Housing recruitment events, all information will be provided with appropriate notice to selected staff.

Background Check

All staff selected will complete a background check and must successfully clear this screening in order to be appointed into this role.

Note: Position appointment is contingent upon occupancy of residential communities. Residential community assignment and placement are made for the entirety of the academic year but may change based on the operational need of Student Housing & Residential Life.

Core Competencies

The following competencies are based on the [National Association of Colleges and Employers Career Readiness](#) to help you take your experience to your next employment opportunities!

- **Career & Self Development:** CAs will develop themselves professionally through participation in training, 1:1 meetings with supervisors, evaluations, and reflections on their performance.
- **Communication:** CAs will develop communication skills such as active listening, mediation, facilitation, and strong written communication skills.
- **Community:** Building community through engagement activities including implementing programs or taking them to campus programs.
- **Critical Thinking:** CAs will participate in a duty rotation allowing them to develop critical thinking and crisis management skills that help support a safe community for residents.
- **Equity & Inclusion:** CAs will promote inclusion by encouraging that residents share their life experiences while challenging and empathizing with others in and out of their residential community.
- **Leadership:** CAs will positively impact their residents by connecting them to the larger campus community and resources.
- **Professionalism:** CAs will serve as a role model upholding and following the Community Standards, campus policies and will serve as a resource for residents to get connected with campus services.
- **Teamwork:** CAs will work closely with their area's team of CAs to support each other in serving their collective community through programming, duty rounds, and other group activities.
- **Technology:** CAs will utilize various housing and case management software platforms to support safe and inclusive communities.

Position Responsibilities

- Actively promote the concept of community in their residential area through implementation of the SHRL curricular engagement plan.
- Support roommate and neighbor mediations to help residents succeed in communal living.
- Serve on an after hours duty rotation supporting their community's safety and security from 5:30 PM to 8:00 AM Sunday - Thursday and 5:30 PM - 5:30 PM Friday & Saturday. Occasional duty service on holidays is required.
- CAs will be required to hold two (2) weekly office hours in the Saratoga Community Center.
- This position must uphold confidentiality requirements from the Department of Education's Family Educational Rights and Privacy Act (FERPA) and California's Educational Code Chapter 13 regarding sensitive student issues.
- All employees and appointees of SHRL are mandated reporters and Campus Security Authorities (CSAs) as well as responsible employees and are required to report any violation of Clery, Title IX, or FERPA.

Compensation for Appointment

Compensation for this role is based on eligibility. Compensation for appointment in the Community Advisor position includes:

- **Single Room Compensation:** Space that is provided to the Community Advisor is for the sole use of the staff member.
 - **Single license CAs** will be assigned a suitemate.
 - **Family license CAs** will have a fee assessed to their account which is associated with the yearly rate.
 - All utilities are included for the duration of the appointment (**e.g.** trash, electricity, water, laundry, internet, and CSUMB-provided HBO).
- **Financial Aid Reporting:** The total amount of compensation provided for the Community Advisor position is reported to the Financial Aid Office as a scholarship/award from Student Housing and Residential Life thus will be considered by California State University, Monterey Bay in the 2026 – 2027 financial aid package for those who are offered and accept the position. Resignation/release from the position shall be communicated to the Financial Aid Office to adjust awards as necessary for proration.