

<p>Hiring Unit: Student Housing and Residential Life</p>	<p>Supervisor: Residential Life Coordinator</p>
<p>Compensation:</p> <ul style="list-style-type: none"> - Based on eligibility, either a Single Room OR Family Unit <ul style="list-style-type: none"> - Single license CAs will have a suitemate - Family license CAs will have a fee required for second bedroom based on the yearly rate - Utilities included (water, gas, electricity, trash, laundry, internet, and HBO) 	<p>Job Location: East Campus (EC)</p>
<p>Length and Terms of Appointment: Beginning of August through maximum 4 days after Commencement. Terms and Conditions with specific dates are provided with the job offer.</p>	<p>Contact: RA/CA Selection rselection@csumb.edu</p>

Position Overview:

Community Advisor (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 creates a positive residential experience and is a great addition to any resume.

Requirements:

- Full-time student with a minimum 2.5 semester and cumulative GPA
- Must be in good conduct standing with the campus and Student Housing
- Must successfully pass a background check
- 2nd year or above standing by the start of appointment. Transfer & Graduate students eligible to apply!
- Must be available to attend August and January training sessions prior to move in days (minimal exemptions granted)
- Must be available for team meetings Mondays 12:00-2:00 pm (no exemptions granted)
- Must be available during occasional evening and weekend events/duty responsibilities

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.
- **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 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.

Job Responsibilities:

- Actively promote the concept of community in their residential area through implementation of the SHRL programming and 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 5:30pm to 8:00am Sunday-Thursday and 5:30pm - 5:30pm Friday & Saturday. Occasional duty service on holidays will be required.
- Attend weekly team meetings and inservice trainings Mondays 12:00-2:00pm.
- Attend August and January training sessions prior to move in days.
- CAs will be required to hold 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 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.

Knowledge of:

- General knowledge of campus resources regarding areas of personal and academic support.
- Student Housing and Residential Life policies.
- Familiarity with Google Suite computer software programs.