Community Advisor Job Description Fall 2014

1. Role Model
   a. Personally uphold responsibilities as tenants and the Code of Community Responsibility;
   b. Work to develop a sense of trust between staff and students;
   c. Support and celebrate diverse people and lifestyles;

2. Safety and Security
   a. Intentional positive connections with off-campus residential students
   b. Proactively communicate college policies as outlined in the Code of Community Responsibility, off-campus housing agreement, and town ordinances to your residents;
   c. Record and refer violations of the code of Community Responsibility and applicable community standards to the Parent and Community Partnerships Coordinator via the shared log and when appropriate in a statement to Citizenship Education.
   d. Encourage students to take responsibility for their actions.
   e. Serve on the on-call staff member rotation to check in with students and be available as a resource for social functions.
      • On-call duties to include being available via cell phone throughout the weekend, being within 45 minutes of the college, and to be in your off-campus residence and available in case of emergency from 7pm-8am.
      • At 7pm retrieve a radio from Campus Safety and gather any paperwork for Registered Social Functions for the evening.
      • Check-In with each social function around 8pm to review the expectations for the Social Function, answer any questions they may have and let them know you’re a resource if they need anything throughout the night. Then go to campus safety to sign-off on the social registrations form indicating you have done so.
      • During the social function follow-up to see how things are going at least once with the event between 10pm-12am.
      • All paperwork from the weekend needs to be turned into the Parent and Community Partnerships Coordinator by 12 noon on Monday.
   f. Inform the Parent and Community Partnerships Coordinator of all emergency situations occurring in your building(s) as quickly as possible;
   g. When necessary, contact Campus Safety regarding the emergency situation. Always call 911 if it is a true emergency.

3. Administrative tasks
   a. Attend meetings with Parent and Community Partnerships Coordinator bi-weekly;
   b. Attend professional development trainings as deemed necessary.
   c. Assist with building openings and closings;
   d. Hold duplex meetings as needed, including at least one at the beginning of each semester.
   e. Assist in structuring and be present at the monthly tenant council meeting
   f. Communicate information to your residents as passed on to you by Parent and Community Partnerships Coordinator.
   g. Complete any additional administrative tasks as designated by the Parent and Community Partnerships Coordinator

4. General
   a. Support efforts to help other people (faculty, parents, alumni and administrators) understand student life in off campus college managed housing;
   b. Share input of opportunities and challenged in off-campus housing with the Parent and Community Partnerships Coordinator. This should include constructive criticism as well as new ideas;
   c. Failure to fulfill job responsibilities and/or any violations of the Code of Community Responsibility, or State laws is grounds for termination.