General Statement

Summer Community Advisors are members of the Residential Life Staff at Wesleyan University. They are directly supervised by the Area Coordinator for summer housing and the Residential Operations Coordinator. Community Advisors play an integral role in establishing a community environment conducive to maximum academic, personal and social development; maintaining healthy and safe living conditions; and providing overall support of the mission of Residential Life. While Community Advisors have specific responsibilities to their assigned summer area, they are expected to serve in their role and support the mission of the Office of Residential Life throughout the Wesleyan community. They also provide general office support for the office of Residential Life through the duration of the summer.

Core Duties

Facilitator of Community Development:
- Strive to create a sense of community and mutual respect within the living unit through an emphasis on courtesy, consideration, contribution, and involvement
- Inform all residents about the summer housing rules and regulations
- Facilitate on-going discussion related to what community members expect of each other as well as how situations will be handled if a member is not living up to those expectations
- Hold meetings with residents on a regular basis or as needed, to discuss issues, concerns, or problems related to the living area
- Serve in an on call duty rotation throughout employment period

Office Responsibilities:
- Perform 20 hours of general office work per week (answering phones, distributing mail, responding to e-mails, etc.)
- Assist in the assignment of first-year students
- Assist with residential key management
- Support special projects as assigned by central office staff
- Assist with opening of fall housing

Education / Programming:
- Assess the wants and needs of the residents; plan and implement programs to meet those needs
- Meet the minimum summer programming requirements of one program per month in assigned summer location

Communication / Administration:
- Work closely with professional staff on-call in responding to and resolving crisis situations
- Attend weekly staff meetings
- Participate in a rotating on-call duty schedule
- Keep the Area Coordinator informed of incidents, concerns, and solutions related to residents, including calling the on-call AC when appropriate, and following up with administrative reporting
- Check RA mailbox at the Office of Residential Life daily and respond to the information (posting of flyers, etc.) in a timely manner
- Follow-up on phone calls, emails, and other messages in a timely fashion
- Assist in the administration of the check-in and check-out processes, including the transition of summer housing students out of the summer residence hall (specific dates are outlined in the Summer Community Advisor contract) into fall assignments
Advising / Counseling / Referral:
- Assist students in resolving situations of concern; remain professional, and respect confidentiality while keeping supervisors updated and informed
- Be aware of the various campus and community resources available to students
- Recognize when a concern is beyond a CA’s level of comfort and competence; and refer students to the many resources available to them
- Address and report inappropriate conduct in residential facilities
- Get to know students of the area well enough to recognize behavioral changes or patterns which may require intervention; inform the Area Coordinator of such concerns
- Respond promptly and professionally in crisis situations; know appropriate protocol as outlined in the Staff Manual

Overall Expectations

Job Performance:
- Act in accordance with the philosophy, objectives, and standards of the University and the Office of Residential Life; maintain a standard of personal conduct commensurate with the responsibilities of this position. Understand that Community Advisors are representatives of Wesleyan University and are role models at all times. This includes situations such as those involving alcohol and other drugs
- Community Advisors are expected to adhere to University policy as well as local, state, and federal laws
- Participate in a formal evaluation process at the end of the summer term; informal evaluation should occur regularly between the Community Advisor and the Area Coordinator
- Any job performance deemed unsatisfactory will be handled in accordance with the Progressive Discipline Process as outlined in the Staff Manual

Remuneration:
- For the summer of 2014, each Community Advisor receives a full housing waiver and an hourly salary of $8.70 for 20 hours per week
- The terms of this contract are for the summer of 2014 as officially defined by the University. The dates for this position will be for May 19, 2014 through August 31, 2014. Please note that you will have weekend responsibilities on August 30th and 31st (during move-in). One full week of vacation time will be permitted, dates to be agreed upon with supervisors.