

Wesleyan University Office of Residential Life Job Description

Non-duty Community Advisors (NCAs)

Non-duty Community Advisors (NCAs) are directly supervised by an Area Coordinator, with assistance from a Head Resident. Non-duty Community Advisors are responsible for meeting the needs of their residents in more independent communities, and play an important role in establishing an environment conducive to maximum academic, personal, and social development; maintaining healthy and safe living conditions; and providing overall support to the mission and celebration statement of Residential Life. The NCA position is expected to be regularly present in their community on a daily basis. If staff members need to be away from campus for two or more consecutive nights, they should notify their supervisor in advance to ensure adequate coverage for resident and building safety.

The NCA position is the primary job and takes precedence over and supersedes any other employment or student leadership position. The NCA position is also a member of the Wesleyan Union of Student Employees. This position works an average of 9 hours per week when classes are in session, and approximately 40 hours per week during each of the pre-semester training/residence move-in periods. As long as they are not in violation of other employment regulations, a NCA may hold another part-time job or student leadership role. Please note that when classes are in session on-campus student employees are not allowed to work more than 20 hours per week.

Please note that only senior returning staff members will be considered for woodframe CA positions.

Accessibility Statement:

The accessibility of each unit varies. Most buildings do not have elevators or air conditioning. If you are selected as a Non-duty Community Advisor, you will be required to live in an area/building based on staffing needs. Student employees who have, or suspect they may have, a disability for which they would like to request a housing accommodation should [contact Accessibility Services](#) to discuss their needs.

Physical Demands:

Party Safer Checks and engagement hours are essential functions of the position and may require walking up to a mile, climbing stairs and inclines, and traversing adverse weather conditions. Student employees must be able to complete these functions with or without accommodation. Student employees may also be asked to lift and transport up to 10lbs of programming supplies and equipment. Student employees needing a workplace accommodation should contact Human Resources to discuss their needs.

Core Duties

Community Development

- Strive to create a sense of community and mutual respect within the independent living communities, placing an emphasis on courtesy, consideration, contribution, involvement, and adherence to University and Residential Life policies.
- Inform all residents about the Community Standards, the Code of Non-Academic Conduct, the Honor Code, and the processes of the Community Standards Board as outlined in Student Handbook.
- Facilitate on-going discussion related to what community members expect of each other, including housemate agreements, as well as how situations will be handled, if a member is not living up to those expectations.
- Be available, approachable and visible to students in assigned community to assist with personal, social, academic and general resources.
- Fulfill all party check-ins where applicable as determined by area and staff size
- Fulfill weekly community outreach hours
- Hold meetings with residents on a regular basis, or as needed, to discuss issues, concerns, or problems within the community.
- Collaborate with the Offices of Public Safety and Campus Fire Safety to educate students about pertinent safety issues and prevention.
- Be available during emergencies to assist in assuring the safety and security of residents. At the discretion of the Director of Residential Life, this position can be deemed essential during emergencies. This means that while other students may be encouraged to vacate Campus, ResLife student staff are required to remain at Wesleyan to assist in community response.

Education

- Plan and implement learning strategies in accordance with the guidelines outlined in the Residential Curriculum.
- Assess the wants and needs of the residents; plan and implement activities accordingly.
- Support resident-led initiatives and encourage participation in other University-sponsored events.

Communication/Administration

- Work closely with AC-on-Call in responding to and resolving crises.
- Attend weekly staff meetings and regular individual (one-on-one) meetings with your Area Coordinator and Head Resident.
- Keep the Area Coordinator and Head Resident informed of incidents, concerns, and solutions related to residents, and notify the professional staff on duty when appropriate.
- Follow-up on phone calls and e-mail on a daily basis; check mailbox at least every other day.

- Assist in the administration of such procedures as opening/check-in at the beginning of each semester, closing and securing of the area at the end of each semester, lock-outs, room changes, and other tasks as outlined by the offices of Residential Life and Physical Plant.
- Remain on campus until the residential areas are closed for each break period and assist in the closing of all residential facilities (specific dates are in your job offer letter).
- Assist in the recruitment, selection, and interview processes for para and professional staff.
- Maintain an effective, consistent and timely sharing of information with the Office of Residential Life via administrative reports (i.e. communication reports, lesson plan evaluations, etc.).

Advising/Counseling/Referral

- Assist students in resolving situations of concern while remaining professional and respecting confidentiality, as well as keeping supervisors updated and informed.
- Be aware of the various campus and community resources available to students and make appropriate referrals as needed.
- Recognize when a concern is beyond a NCAs' level of comfort and competence; and refer students to the many resources available to them.
- Address and report concerning and/or inappropriate conduct in residential facilities.
- Assist other University personnel in the early intervention for resolving situations or conflicts.
- Respond promptly and professionally in crises; know appropriate protocol as outlined in the Staff Manual.

Overall Expectations

Training

- Return to campus in advance of residents each semester (specific dates are outlined in the contract) for a comprehensive training session.
- Act responsibly during the training and not engage in behavior that might impair one's ability to participate fully.

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 Resident Advisors are representatives of Wesleyan University and role models at all times. Being a good role model includes but is not limited to situations involving alcohol consumption, and participation in public forums and electronic communities.
- Conduct oneself in accordance with the University's policy prohibiting discriminatory harassment and sexual misconduct. Do not begin an amorous, sexual or intimate

relationship with residents in your area of responsibility, and notify your supervisor if already in such a relationship.

- Adhere to University policy as well as local, state, and federal laws.
- Maintain satisfactory academic and judicial status as outlined in the Staff Manual.
- Participate in a formal evaluation process once each semester; informal evaluation should occur regularly between the Non-duty Community Advisor and the Area Coordinator.
- Understand that any job performance deemed unsatisfactory will be addressed in accordance with the Staff Discipline Process as outlined in the staff manual.

Remuneration

Effective July 1, 2025, annual stipends will be as follows:

Non-duty Community Advisors - \$5,887.00

Effective July 1, 2026, stipends will increase by the combined percentage increase that the comprehensive attendance fee (tuition, housing and meals) (e.g., if the tuition, housing and meals increase by 4%, then the stipends will increase by 4%)

NOTE

- Student staff members in Residential Life should be prepared for evening and weekend responsibilities, both during training and the academic year.
- Student staff members are expected to learn and practice effective time management. Staff members will not be released from job-related responsibilities unless there are clearly unforeseen circumstances that make such a request prudent and reasonable. As in the rest of life, staff are expected to balance competing priorities by planning ahead and exercising responsible and timely decision-making skills. Any staff member who is struggling to balance their responsibilities should notify their Area Coordinator for assistance to resolve the problem before it becomes overwhelming.
- Student staff members should consult with their supervisor before committing to other activities or additional employment.
- Each summer the central staff members in the Office of Residential Life will review departmental policies and procedures to ensure that we are best serving the Wesleyan community. Changes may be made to this job description based on review findings.

Minimum Qualifications

- Applicants must have full-time enrollment status at the University and must have sophomore class standing by the date of employment.
- Applicants must be in good academic standing and can have no more than one judicial point at the time of application.

Preferred Qualifications

- Preference will be given to applicants who have demonstrated leadership experience and a desire to serve as role models and assist peers.

Terms of Employment

- ResLife student staff will adhere to all policies of the University. ResLife student staff must be United States citizens, permanent residents, or valid F-1/J-1 student visa holders. All ResLife student staff must reside in University housing during their contract period.

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