COMMUNITY ADVISOR CONTRACT

2016-2017 Academic Year

For the position of Community Advisor for the academic year beginning August 8, 2016 through May 23, 2017.

QUALIFICATIONS

To be considered for the Community Advisor position, candidates must:

• Understand what it means to be and practice being an active bystander within the Grinnell community
• Be an engaged member of the Grinnell self-governing community
• Be interested in building a strong community amongst all residents
• Be able to confront and hold others accountable for behaviors that are outside of community standards
• Be interested in continued learning as well as personal and professional development
• Be interested in peer-education and prompting dialogue on topics such as social justice, sustainability, active bystanderism, student transition, academic success, wellness, etc.
• Be interested in developing working relationships with other Community Advisors and Residence Life staff
• Abide by all college policies, and local, state, and federal laws
• Be a full time (12+ credits) student, maintain a cumulative 2.5 or higher GPA, and not be on academic probation/strict probation
• Be classified as a 2nd year, 3rd year, or senior at Grinnell College as of August 2016
• Be in good standing related to academic honesty and student conduct
• Be able to commit on average 5-10 hours a week to the position

JOB SUMMARY

The Community Advisor position is a live-in position within the Grinnell College residence halls. Community Advisors are a part of the Division of Student Affairs team. Under the direct supervision of Residence Life and Orientation staff, the Community Advisor establishes a cohesive self-governing community in their designated area; facilitates the holistic development of residents through programming; refers and supports residents as they deal with academic and personal issues; enforces and abides by the policies of Grinnell College as well as Iowa state and federal laws in the College residence halls; participates in and facilitates a team approach with coworkers; and completes necessary administrative tasks.

SPECIFIC JOB REQUIREMENTS

Community Advisors are expected to meet the expectations outlined below.

• Assist with residence hall opening and closing (specific duties determined by Residence Life and Orientation staff)
• Act as an orientation leader during New Student Orientation. This includes, but is not limited to:
  a. Attend and encourage residents to attend social programming
  b. Help facilitate, attend, and/or escort residents to required Community Values sessions
  c. Facilitate community meetings
  d. Facilitate, attend, and/or escort residents to additional required sessions as assigned
• Complete at least four educational bulletin boards within the cluster community each semester
• Complete door decs for each resident living in their designated area prior to the start of each semester
• Assist with resident room checks during winter break closing
• Be an engaged member of the self-governing community and coach residents in their understanding and engagement in self-governance
• Plan and host four educational programs each semester that further the department’s mission
• Serve on one focus area committee charged to plan at least one program open to the entire campus
• Meet one-on-one with each resident during both semesters
- Maintain a presence in their designated area, especially during peak times when residents are active in the community
- Act as a peer mentor and educator to residents
- Help mediate conflict between residents, when appropriate and as needed
- Serve in an on-call rotation which includes but is not limited to:
  a. Supporting students in low-level individual community issues
  b. Conducting community walkthroughs intended to be social, harm reductive, and help identify facilities issues.
- Schedule and attend bi-weekly one-on-one meetings with supervisor
- Attend weekly cluster meetings on Mondays from 7:30 – 9:00 p.m. throughout the semester
- Serve as a mandatory reporter in cases related to title IX violations
- Report all threats or incidents of harm to self or others
- Report all bias related incidents
- The dates below are required for all Community Advisors. Please mark your calendars accordingly. Absences will not be allowed outside of medical or family emergencies. Please contact your supervisor immediately if an emergency arises.
  a. General Campus Room Draw 2016 April 24, 2016 (10am-6pm)
  b. Fall Staff Training August 8 - August 18, 2016
  c. New Student Orientation August 19, 2016 - August 24, 2016 (8am-11pm)
  d. Winter Staff Training January 18 - January 20, 2017
  e. Student Staff Selection (Recruiting, Group Process, Interviews) January - March 2017
- Other duties as assigned

You will not be considered for a position if you cannot attend the training sessions. Failure to adhere to any of the specific requirements may result in your dismissal from your position as a Community Advisor. Please note all requirements are subject to change based on the discretion of Residence Life and Orientation staff.

RELATIONSHIPS WITH OTHER POSITIONS
Community Advisors may not concurrently hold any of the following positions: Admissions Host Coordinator, NSO Assistant, GSP Mentor, Peer Connections Pre-Orientation Mentor, and International Pre-Orientation Mentor. In addition, the Student Government Association (SGA) policy dictates that a student may not simultaneously hold a SGA position (cabinet member or senator) and be a Community Advisor as well. Other activities and/or offices held will be discussed with the RLC to determine if conflicts in schedule may occur. It is expected that Student Staff will coordinate their schedule to meet the needs of the area. Students are limited to 20 hours of on-campus employment per week. The compensation for the Community Advisor position is counted as four hours each week.

BENEFITS

Room: Community Advisors receive a single room in the residence halls during the term of appointment. Student pays the regular room and board rate. Students who accept a Community Advisor position understand they are automatically removed from any Special Housing Draw application or from the Off-Campus Non-College-Owned waitlist.

Compensation: Community Advisors will receive $1000 as compensation for the position ($500 each semester). It is the student’s responsibility to check with financial aid to determine if this payment will have any impact on the type of financial aid they are eligible for.

Training: Community Advisors are provided with training in a number of areas that enable students to learn and practice skills that are transferable to many jobs and careers.
TERM
The Community Advisor position is for one academic year (Monday, August 8, 2016 - Tuesday, May 23, 2017), or for one semester due to study abroad (prior approval required and noted on this contract). The only exception to this expectation is an unforeseen emergency leave or situation in which a Community Advisor gains prior approval. Students who resign their positions without prior approval of the Assistant Dean of Students & Director of Residence Life and Orientation may lose housing priority and may be housed after all other students are housed.

EVALUATION
Community Advisors will be evaluated each semester, and results will be discussed with the RLC. If a developmental plan needs to be implemented, it will be discussed at this time. Community Advisors not agreeing or who are unable to fulfill the plan will be removed from the position.

COMMUNITY ADVISOR ACCOUNTABILITY AND TERMINATION
At all times, Community Advisors are expected to perform to the best of their abilities. Community Advisor accountability and/or termination may occur if the Community Advisor participates in or contributes to actions that do not align with expectations of the position, including:

- violates college policy, federal or state laws
- is placed on conduct probation
- is no longer full time (12+ credits) student, falls below a cumulative 2.5 GPA, or is placed on academic probation/strict probation
- exhibits behavior that is in conflict with their role as a Community Advisor
- fails to perform position responsibilities

Residence Life and Orientation staff reserve the right to utilize discretion in rendering discipline on Community Advisors who violate their responsibilities as Community Advisors. The disciplinary action may include verbal warnings, written warnings, probationary status, suspension or dismissal. The decision to place a Community Advisor on probation will be made in conjunction with their supervising staff member and the Director of Residence Life and Orientation. The Director and supervising staff member will determine the terms and length of probation; the purpose of which is to inform the Community Advisor that their past action(s) are not appropriate and may lead to their dismissal if the action(s) continue or similarly inappropriate action(s) occur during the probation period. The Community Advisor will be given notice of the probation in writing and given the opportunity to discuss and/or appeal the probation with the Director and supervising staff member. If you are removed from staff, you will need to complete your move from your assigned Community Advisor room as instructed by the Director of Department of Residence Life and Orientation.