COMMUNITY ADVISOR (CA)
CALIFORNIA STATE UNIVERSITY, NORTHridge
OFFICE OF STUDENT HOUSING
IS A PART-TIME, LIVE-IN, PARAPROFESSIONAL POSITION CO-RESPONSIBLE FOR THE DAILY OPERATION OF RESIDENTIAL COMMUNITY HOUSING FOR PREDOMINANTLY TRADITIONAL-AGE COLLEGE STUDENTS FROM SIGNIFICANTLY DIVERSE BACKGROUNDS. THE CA WILL ASSIST THE COMMUNITY DIRECTOR IN CREATING A COMPREHENSIVE AND RESPONSIVE STUDENT-CENTERED EDUCATIONAL PROGRAM FOR HER/HIS AREA OF RESPONSIBILITY.

RESPONSIBILITIES
- Assist the Community Director with training and evaluating a student Resident Advisor (RA) staff of 9-10 persons by doing RA check-ins in the form of attending floor meetings, floor programs, walking floors with RAs, and other forms of personal contact; and assisting with staff meetings, as well as small administrative tasks
- Work 20 hours per week with 10 in office hours per week
- Co-facilitate one large RA support program per semester
- Advise Residence Hall Association Park Council Directors
- Present workshops during Fall and Winter RA Training
- Coordinate the Regional Resident Advisor Conference delegation for WACUHOs Central Rap
- Assist in planning and presentation of In-Services for the entire RA staff
- Assist with a Living Learning Community Steering committee
- Attend and participate in all training, departmental staff meetings; and/or team meetings as requested
- Intervene in, mediate, and monitor roommate and staff conflicts
- Participate in the Student Housing on-call duty rotation
- Serve as a conduct officer in the conduct process
- Other duties and additional Residence Life projects as assigned including special summer projects

QUALIFICATIONS
- Must be a full time undergraduate or graduate student
- Genuine interest in exploring the field of Higher Education or working on a college campus required
- 2.7 Cumulative GPA required for undergraduates. A 3.0 Cumulative GPA is preferred.
- 3.0 Semester & Cumulative GPA required for graduate students.
- Leadership experience and previous involvement in a student organization preferred
- One year of residence life experience preferred
- Programming experience in a residential environment preferred
- Supervisory/Advising experience preferred
- Training and presentation skills preferred
- Conflict and Mediation skills preferred
- Demonstrated commitment to reducing oppression
- Efficient organizational and communication skills

MANDATORY DATES
- Professional Staff Training: TBD, Specific times will be scheduled during which Community Advisors must be available to attend.
- Spring Training: Friday, April 22nd, 2016 from 4pm-9pm
- Summer Training: RA/Mentor move-in Friday, July 29, 2016 between 9am and 5pm. Training will begin Monday, August 1st, 2016 and will last through August 19th 2016. We will need everyone available from 9am to 9pm everyday through the duration of the training and orientation period. There will be no exceptions.
- LLC Freshman Move - In Day: Monday, August 22, 2016
- General Assignment Move - In Day: Saturday, August 27, 2016
- Winter Training: Tuesday, January 17, 2017 – Friday, January 20, 2017 from 9am-9pm
- In-Services: Additional training/staff time on Monday’s typically once a Bi-monthly from 4-5pm beginning in September until May. End of the Year Banquet in May from 4-7.
- Staff Meetings: Every Monday from 4pm – 7pm (during term of employment). Classes must be scheduled around this commitment as well as any and all other commitments unless approved by supervisor.

SUPERVISION
- The position is directly supervised by a Community Director and serves on the Residence Life Team. Contract Dates: June 2016- May 2017. Summer work does not receive a stipend for Park CAs.