

UC Davis Student Housing & Dining Services

Residence Hall Community Advisor– 2020-2021 Academic Year Appointment

The Residence Hall Community Advisor (CA) is a “Casual/Restricted,” (meaning Student Assistant), part-time live-in staff member appointment within Student Housing and Dining Services. The responsibilities of the CA are centered around a student community in which the staff member assists with the growth of residents and the creation of a positive community environment. Under the supervision of the Resident Director (RD) the CA serves as a resource person to both residents and staff so as to meet the goals of Residential Education.

Minimum Qualifications

- Full-time (minimum 12 units/quarter) undergraduate student with a minimum 2.2 UC cumulative grade point average during the time of application and throughout the entire period of employment. All Community Advisors are required to meet minimum progress guidelines as set by the university.
- From the time of offer, must maintain 2.2 cumulative grade point average and be in good conduct standing with the University, Student Housing & Dining Services and Student Support & Judicial Affairs. Any future violations may result in withdrawal of offer and/or termination of employment.

Preferred Qualifications

- 45 units completed (sophomore status), prior to assuming the CA position.
- Experience living in the residence halls
- Demonstrated ability to develop, plan, publicize, and facilitate educational and social events (formal and informal)
- Knowledge and understanding of inclusion as it pertains to working with a diverse student population.
- Strong critical thinking, problem-solving and communication skills

Terms of Employment

- Employment is contingent upon successful completion of a background check, which includes criminal history. If you already have a successfully completed background check on file, then you will not need to complete another.
- At the time of application, candidates must be eligible to work in the United States for the duration of the Terms of Employment. DACAmented and eligible international students are encouraged to apply.
- Selected candidates must take, pass and actively participate in a mandatory CA class as offered. The class is offered for pass/no pass for one unit of credit.
- Mandatory participation in scheduled year-long weekly staff meetings on Wednesdays from 6:20 PM to 7:50 PM is required; priority registration is provided so that each staff member is able to keep the meeting time available. Selected candidates must be able to keep the scheduled meeting time free in order to serve in this position.
- On average the Community Advisor works 19.5 hours a week, with the majority of work shifts in the evenings and on weekends.
- Due to the hours spent in the residence halls, Community Advisors are not permitted to take more than 16.0 units per quarter without prior approval from a Residential Education professional staff member.
- Live-in appointment covers the time period from September 4, 2020 to June 11, 2021. Must reside in assigned space to respond to situations as needed.
- Enrollment in summer session II is prohibited due to its conflict with training.
- Placements may change at any time, requiring one or more moves during the period of employment.
- Must regularly check university email account at least once a day and must provide a contact number with voicemail for occasional work use.

- Assistance with the opening and closing of halls at the beginning and end of each quarter, Decision Day UC Davis and provide hall coverage over some university closings and vacations is mandatory.
- CAs are not permitted to participate in intercollegiate sports or hold Peer Mentor and Orientation Leader positions. Rushing and/or pledging a sorority or fraternity will not be permitted during the Fall Quarter. Recurring commitments after 6pm and classes after 6PM must have the written pre-approval of the supervisor.
- Continued employment throughout the school year is contingent upon satisfactory job appraisals by supervisor and can be reviewed at anytime should this be necessary.

Remuneration: One single or double occupancy room, dependent on placement. RH CAs will receive a 7-day staff unlimited dining plan when the dining halls are open. Housing is not permitted during winter break. If employment is terminated, staff will have 3 to 5 days to vacate their room and the meal plan will be canceled immediately.

Position Responsibilities

The following outlines the responsibilities that a Residence Hall Community Advisor (CA) is expected to perform as a staff member:

Community Development

- Develop positive relationships with residents, articulate resident and community concerns to supervisors.
- Develop a positive community environment, initiate, plan and execute social and educational programs and activities in conjunction with campus partners, including study breaks, bulletin boards and community meetings.
- Provide residents with information and resources about the UC Davis campus and the Davis community.
- Work to foster an inclusive environment of residents' identities, backgrounds and needs. Assist students in developing an understanding of diverse cultures and lifestyles. Has an understanding of and commitment towards the UC Davis Principles of Community.
- Attend programs in community, encourage resident participation and assist in all required events
- Assist students in handling and mediating roommate conflicts and crisis situations. Refer students to appropriate resources when necessary.

Academic Development

- Visibly role-models academic success skills, including time management.
- Demonstrate and actively encourages residents to participate in academic resources available to students on campus.
- Actively participates in the planning process of faculty programs.
- Works collaboratively with First Year Experience to provide academic programming and support to residents.

Community Safety Responsibility

- Educate the residential community about Student Housing and Dining Services policies and expectations.
- Confront residents and document alleged policy violations in an educational and appropriate manner.
- Serve as an on-call staff member by conducting rounds of the residence halls and related facilities.
- Assist residents in crisis situations and addressing community concerns.

- Interact with residents to ensure well-being and demonstrate appropriate discretion when dealing with resident issues.
- Selected candidates must be able to conduct rounds, respond to emergencies in the residence halls, and perform other similar tasks as assigned. Rounds may take up to 90 minutes at a time and include the inside and outside of the residence hall buildings. *Students of all abilities are encouraged to apply.*

Leadership and Team Development

- Demonstrate a level of flexibility and positivity that contributes to team-building.
- Demonstrate a willingness to give and receive job performance-based feedback.
- Follow all guidelines and policies set forth by the department and university and role models respectful community-based behaviors.
- Actively engages and is consistently prepared for all trainings and meetings (specialty assignments if applicable).
- Demonstrate strong decision-making skills (gets input, asks advice, weighs options, etc.).
- Establish positive working relationships with all Student Housing and Dining Services staff.

Administrative Responsibilities

- Respond to emails and phone calls within 24 hours.
- Assist in implementing the daily business operations and services of the hall (e.g., check-in/check-out, occupancy checks, roommate agreements, facilities checks, weekly administrative reports and paperwork, hall openings and closings, area on-call rounds).
- Meet regularly with supervisor to share information, discuss community concerns, receive feedback regarding job performance, and develop job-related skills.
- Distribute and post approved information and flyers.
- Collect information from residents as required by Student Housing and Dining Services.
- This position is considered an essential position and may be required to continue job functions during campus closures.
- Perform other responsibilities as assigned by Student Housing and Dining Services professional staff.