INTERESTED IN STUDENT AFFAIRS?
APPLY TO BE A COMMUNITY ADVISOR

LIVE-IN PARAPROFESSIONAL POSITION WITHIN RESIDENTIAL LIFE

The Community Advisor (CA) is a 20 hour a week paraprofessional live-in position at CSUN in the Office of Residential Life. Some of the primary duties of a CA are to co-supervise a staff of 9-10 RAs, participate in an on-call duty rotation, perform responsibilities as a conduct officer in the student housing conduct process, and participate in other central staff projects.

Requirements:
We are looking for undergraduates and graduates who are ready to take on a challenging leadership role and who are interested in the field of Student Affairs. You must have a 2.7 cumulative GPA and a 2.5 semester GPA.

Benefits:
The benefits of this position are a $300 a month stipend, a free one-bedroom apartment on campus, free local phone service and wireless internet, and direct student contact in the field of Student Affairs.

Application Information:
To apply please deliver a cover letter, resume, and list of references to the Office of Residential Life, located near the corner of Zelzah and Lassen, or email Franklin Ellis at franklin.ellis@csun.edu. Application materials are due Wednesday February 2nd, 2011 at 5pm.

Please feel free to contact Franklin Ellis, Coordinator of Residential Student Success and Leadership, franklin.ellis@csun.edu or (818) 677-6113 with any questions you may have.
THE COMMUNITY ADVISOR (CA) 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 Community Council.
- Present workshops during Fall and Winter RA Training.
- Coordinate the Regional Resident Advisor Conference delegation.
- 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.
- Assist in RA programming 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.
- 2.5 Semester GPA and 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.
- Excellent organizational and communication skills.

MANDATORY DATES:

Professional Staff Training: Move in will be the weekend of June 24, 2011. Training will start June 27-July 8, 2011. Specific times will be scheduled during which Community Advisors must be available to attend.

Spring Leadership Class: Saturday, April 23, 2011 from 9am-9pm.

Summer Training: RA’s move-in on Friday, July 29, 2011 between 9am and 5pm. Training will begin Monday, August 1st at 9am and will last through August 17th. 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, 2011.


General Assignment Move - In Day: Saturday, August 27, 2011.

Winter Training: Tuesday, January 17, 2012 – Friday, January 20, 2012 from 9am-9pm.

In-Services: Additional training/staff time on Monday’s typically once a month from 4-5pm. September 12, 2011; September 26, 2011; October 10, 2011; October 24, 2011; November 7, 2011; December 5, 2011; January 30, 2012; February 20, 2012; March 19, 2012; April 23, 2012 (this In-Service will be 1.5 hours in length); May 7, 2012 (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.