So you want to be a Community Advisor?

Carroll College
Community Living
Information Packet
2018-2019
Do you have any of the following qualities?

- Maintains a positive attitude.
- Spends a lot of time in hall or community
- Has flexibility.
- Demonstrates open-mindedness.
- Understands the need for teamwork.
- Exhibits leadership.
- Ability to deal with change.
- Willingness to learn and grow.
- Want to help others
- Are a good role model
- Involved on campus and in the community
- Are able to hold your own in tough situations

If the answer is yes to any of the above, you should apply!
We asked some of our current CA’s why they applied and here was their response!

1) Why did you apply to be a CA?
2) What is something you enjoy about being a CA?
3) What is a challenge to being a CA?
4) What advice would you give to someone thinking about applying to be a CA?

1. I applied to be a CA because I took the seminar class that Emily Weideman (Assistant Director) taught and also because TJ (a Community Advisor) encouraged me to apply.
2. I enjoy how close I am with my staff and how supportive we are of each other.
3. That not a lot of people show up to programs, and no matter how hard you work there's always someone that isn't happy with your effort.
4. If you love being creative and getting to know people, this is the job for you. Don't do it just for the money or free room do it because you want to otherwise you won’t be totally successful.

-Madison Fernandez, Trinity Hall 2nd Floor

1. I applied to be a CA because I wanted to be a bigger part of the Carroll community. I grew up in a small, close-knit community, and I missed that. It was a great leadership opportunity, and I'll be honest, the benefits seemed pretty sick.
2. I enjoy the crafting, and getting to know and be a part of all of my residents’ Carroll College experience. I also really love how close I’ve gotten with my fellow CAs.
3. It can be an intimidating balancing act. One of the hardest things is that you can’t always plan when you’ll be needed, so being on top of your homework and other commitments is really important.
4. DO IT! Even if you don’t get one of the positions, it is a really good experience for applying and interviewing and can prepare you for future interviews for other jobs. But also be honest with yourself. You need to genuinely think you could enjoy being a CA, and that you’re not just doing it for the free housing.

-Emily Holland, Guadalupe Hall 1st Floor

1. To be honest I really needed the money, but I think it was also a great opportunity to get experience supervising people for my education degree
2. The community Living team has been really fun to get to know since everyone has their own quirks. Probably the best part.
3. There does seem to be a lot of paperwork involved, but it is what it is.
4. When confronting a resident about a problem, try to seem cool but stern. Don’t be the person that people hate.

-Tommy Le, St. Charles Hall 3rd Floor

1. I applied to be a CA because I thought I would be good at it and it seemed similar to being a camp counselor which I really enjoyed doing in the past.
2. I like being able to meet new people and engage with them on the floor through events and just in general.
3. It’s challenging trying to find a balance between school life and being a CA at first and it’s something that I struggled with a lot but I’ve started to figure it out.
4. If you want to be a CA think about why you want to do it and if you can see yourself succeeding in this job and focus on the positives more so then the negatives.

-Samson Jones, St. Charles Hall 2nd Floor

1. I applied to be a CA because I thought my CAs did an amazing job, and I wanted to be just like them. I saw how fun the job could be, and I wanted to give back to the Carroll community.
2. I love getting to meet so many new people! As a CA, you not only get to make friends with your fellow CAs, but you also get to know all of your residents, as well as everyone in your building. I feel like I know so many people through this job. It’s great!
3. This really is a 24/7 job. Yes, you have designated duty hours, but if a situation comes up at 2am... you’re jumping into action. Sometimes you don’t get much sleep, but I think it’s worth it.
4. Definitely talk to current CAs and really take your time thinking about the job and its requirements. Make sure you take your lifestyle and credit load into account. You are the only one who can tell if this is the right job for you.

-Bailey Osborne, Guadalupe Hall Ground Floor
1. I applied to be a CA because my CA told me I would be good at it. When I was a freshman, I had mono the first 2 months of school, so I know how difficult transitioning into college can be. I wanted to be there for freshman to help their transition go easy. You also can’t turn down a paycheck and your own room for free!
2. I enjoy the other CA’s I work with, as well as getting to know residents.
3. There is not enough time in the day to do everything you need to do with a demanding class schedule.
4. Consider your time and class schedule. Don’t put too much on your plate or else you won’t enjoy yourself and you can stretch yourself too thin. It can cause challenges and make things more difficult for you than they need to be.

-Peyton Van Pevengage, Guadalupe Hall 2nd Floor

1. I applied to be a CA because I wanted to support other Carroll students. I wanted a job that allowed me to interact with students and help them if they were ever struggling with the stress of college life.
2. I enjoy being able to meet so many people from different backgrounds and personalities. I have especially enjoyed getting to know and interact with all of my residents.
3. One challenge of being a CA is learning how to time manage. There is a lot that goes into the job of being a CA that many students don’t see. My main challenge has been learning to balance the CA duties and my student responsibilities.
4. I would give advice to just be yourself throughout the whole CA process. Your future residents will respect you if you are real with them and let your personality show on the floor. During the application your personality will help to show if you are a good candidate for the CA job.

-Therese McNicoll, Trinity Hall 1st Floor

1. I met so many people my first year at Carroll through CA’s, in different buildings and many different Carroll activities, they were always so excited about whatever they were working on, meeting new people, and their residents. I wanted to become a part of that, welcoming people into their first year at Carroll.
2. Getting to help freshmen (resident) ideas come to fruition. You will find/learn about hobbies, hopes and dreams that you have never heard of or thought about from your residents. Being a CA is a very good excuse to insert yourself into people’s often very curious and interesting lives. I have seen residents start clubs, find unknown passions, try new things, and find a potential calling in life and it’s very satisfying to know that living in a community helped foster that.
3. Planning and commitment management. Everyone has classes, many people have other activities: athletics, theatre, clubs; being a CA you have to learn to say no, learn to plan ahead more than you ever normally would (seriously). Being a CA you will come to know your personal limits.
4. Look very thoroughly at not only your upcoming semester’s class wise but in terms of commitments. Know that you will be giving a lot of time to others and there are very rewarding as well as more difficult aspects of that. Talk to a current CA, TWO current CA’s as many as you can find, we’ll love to talk to you.

-Connor Jones, Guadalupe Hall 3rd Floor

1. I applied to be a CA because I loved the experience of growing in community with my friends on my floor freshman year and could not imagine a better way to continue this experience than helping to foster this awesome sense of community with more students.
2. My favorite part of being a CA is the amazing relationships I have come to form with the Freshmen on my floor. From bringing each other coffee when we have big tests to suffering through hard math classes and talking for hours in the hallway, my residents make Carroll home. I’m so lucky to get the opportunity to be a part of that!
3. The most challenging aspect of being a CA for me is balancing my tough science classes with the stress that the job brings. I don’t always have the time to study as much as I would like or the time to do more as a CA. Finding that balance has been a struggle.
4. My advice would be to talk to lots of other CAs about what the job is like and their experience. Everyone approaches being a CA in a different way and the more perspectives you can gain before applying the better!

-Lily Willig, Guadalupe Hall 3rd Floor
1. I applied to be a CA because I wanted to be part of a larger community and also help foster the community that I was immersed in my freshmen year. My freshman year CA really made my freshmen year a lot more enjoyable and facilitated growth among my fellow roommates. His friendly demeanor meant that we all became friends with him and each other. Applying meant I could maybe be like my CA and make my residents lives just a little bit better and if I accomplished that, my life was also just a bit better.

2. I enjoy the lifestyle of being a CA. Sometimes it means staying up till the crack of dawn writing IR's down and other times it means playing smash with residents. It can be chaotic and always brings something different, which is nice. I am challenged as a person by being a CA and because of that, I can grow and learn and be better. Being a CA gives you a very unique opportunity that can be really enjoyable.

3. The main challenge of being a CA is time. It’s a challenge to almost every single CA no matter the major they have or other commitments they may have. I often find myself struggling to allocate time to put real effort into my CA duties but I often come short which is frustrating. Balancing being a full-time student, clubs, outside jobs and CA duties can be very challenging and I only recommend it to those who have good time management skills.

4. If you want to be a CA, make sure you are good at time management and if you aren’t, get good at it. It’s quintessential to have good time management skills. If you can get past that, then I believe anyone can realistically do it. Just have an open mind and welcome the lifestyle change. You will have a great time with your residents and also your fellow staff members.

-Brendan Borges, Trinity Hall 2nd Floor

1. One of the major reasons I wanted to be a CA was the opportunity to feel more connected with campus and to develop lifelong skills.
2. I love being connected to not only my floor but the Carroll campus as a whole. I have made some really great friends through being a CA and I love helping and supporting the other residents around me. Carroll College is like a giant family and I’m so glad I get to be a part of it.
3. One of the biggest challenges is definitely juggling being a full time student and being a CA. It’s definitely a 24/7 job and you’re constantly in the spotlight. I wish I could devote everything I have to my floor but that just isn’t feasible. Being able to juggle classes, your own social life, and your floor takes a lot of dedication but it can be done!

-Casey Kahler, St. Charles Hall 2nd Floor

So what does the Community Advisor job entail?

PURPOSE OF POSITION:
The Community Advisor aids the department of Community Living in promoting the academic, spiritual, and social growth of each resident. This growth is based on the premise of respect for self and others within the Christian tradition. The CA has a responsibility as a member of the Student Life staff to ensure and uphold the policies and community standards of Carroll College. This position requires a commitment of 20 hours per week.

PRIMARY DUTIES:
Community Development

- Promote interaction among floor members in order to create an atmosphere for personal, academic, spiritual and social growth.
  - Personally meet and get to know each resident on the floor by the end of the first three weeks.
  - Provide programs for residents based on programming model. Specific program information will be explained during training.
  - Facilitate attendance at forums dealing with important campus topics, such as: addictive behaviors, sexuality, campus crime, rape, assault, etc.
  - Create a positive atmosphere conducive to sleeping, studying and social interaction.
  - Maintain a standard of conduct which is consistent with the established policies and practices of the college.
  - Work cooperatively with the other CAs to meet the team programming requirements.
Cooperate with campus organizations in helping to create, promote and support activities that are beneficial to the students.
- Post notices on the floor of upcoming events sponsored by on-campus organizations and floor sponsored activities.
- Complete one community service/service learning project with assigned community per semester (specific guidelines will be explained during training).

**Administration**
- Inform the supervising Assistant Director (AD) of all health incidents, breaches of policies/conduct code as well as any information pertinent to the well-being and growth of the residents including facilities management.
  - File a report of illness or accident of a floor member and submit all necessary paperwork within 24 hours to supervising AD.
  - File an incident report with supervising AD on breach of policy or conduct within the same time frame of the incident.
  - Inform supervising AD of any and all facilities needs/concerns.
  - Submit all needed paperwork on time, having completed it attentively and thoroughly.
- Disseminate relevant information or items of concern to hall residents.
  - Conduct floor meeting as needed throughout the year (at least once monthly).
  - Keep bulletin boards and door decs current and attractive at all times.
- Check residents into their individual rooms at the beginning of the year and ensure proper check-in and check-out at any time during the fall or spring semester.
  - Carefully fill out room inventory forms prior to occupancy; to be validated by signatures of both residents and CA.
  - Conduct an inventory prior to checkout and to notify the Assistant Director of any damages or missing equipment.
  - Return all CA keys, equipment, and room inventory forms to the AD at the end of the academic year.
  - Responsible for check-in and checkout of room keys/cards.
- Assist in the operation of the residence hall.
  - Adhere to the duty schedule (including 24 hour duty on weekends), maintain desk shifts, and assist in coverage of floors where a CA is absent.
  - Be available to floor residents; this assumes the majority of CA study time will be spent in his/her room rather than in the library, classrooms, etc.
  - At vacation times CAs will remain on campus until residences close and room checks are complete, and return the night before residences re-open, or as required in the CA contract.
  - CAs will maintain careful and attentive possession of all residence hall keys/cards, the loss of which may result in a fine or termination of position.
  - Daily check of the condition of Lounges, TV Rooms, Recreation Rooms, and other public areas.

**Conduct**
- Strive to grow into and live up to the ideals of the Carroll College Mission Statement.
- Be familiar with and uphold the community standards and policies of the college as a whole as expressed in the Student Handbook, Carroll College Catalog, and the CA Manual, as well as local, state, and federal law.

**Terms of Employment**

**Work Agreement Period**: The Community Advisor (CA) contract period is for one full academic year. The CAs are expected to be present and participate in Student Staff Training in August prior to the beginning of Fall Semester and stay until noon on the Saturday after finals week for Fall Semester. The CAs will return in
January at a designated time before classes begin to participate in Spring Training and stay until a designated time on the Sunday after finals week for Spring Semester. For the 2018-2019 academic year, CAs will be employed from **August 9th, 2017 – May 12th, 2018.** Employment will be inclusive of the above dates with the exception of those periods approved by the Director of Community Living.

**Compensation:** CAs will receive a monthly stipend of $200 for the work performed during the contract period. In addition to a monetary stipend, CAs will be given a single room for the use of their duties and personal needs throughout their employment. CAs also receive an “A” parking permit upon request.

**Eligibility:** CAs must be enrolled as full-time Carroll College students (12 credits), but limit their course work to a maximum of 18 credit hours. CAs may only take fewer than 12 credit hours or more than 18 credit hours with prior written approval from the Supervising Assistant Director and Director of Community Living. Additionally, CAs must maintain cumulative AND semester grade point averages of 2.50 or higher.

**Supervision:** The CAs are directly supervised by their assigned Assistant Director of Community Living (AD). They also work closely with the Director of Community Living and any designated Student Life staff.

**Reassignment:** CAs are expected to understand they may be assigned or reassigned to residence hall duties and placement at the discretion of the Director of Community Living.

**Personal Conduct**

**Role Model:** All CAs are expected to reflect positive behavior and follow all of the policies outlined in the Carroll College Student Handbook, and state and federal laws both on and off campus. Those who accept a Community Advisor position consequently accept responsibility for a higher standard of personal conduct than their peers.

- CAs will be a present and engaged member of her/his floor and hall community, understand each community has differing needs/personalities, and willing to adjust to the needs of her/his residents.
- CAs will act in an appropriate and professional manner when engaging in constructive feedback, participating in a public forum, and representing Community Living and/or the College.
- CAs will hold fellow CAs accountable to policies and job expectations.
- Any CA under 21 years old who consumes alcohol will be subject to disciplinary action, up to and including termination.
- Any CA 21 years old or older may consume alcohol responsibly with others who are at least 21 years old.
- All CAs may not at any time engage in, enter, or remain in any area or premises where illegal drug use is occurring. Illegal drug use is defined by the Student Handbook, and state and federal laws.
- Any CA who violates the Student Code of Conduct, College and Community Living policies, or any state or federal laws will be subject to disciplinary action, up to and including termination.

**Relationships:** CAs are expected to understand that dating and/or sexual relationships with students living in the same residence hall can negatively influence the dynamics of the CA position. Therefore, if such a relationship does or could likely develop, the CA will notify the supervisor immediately. If a CA dates anyone in the same building or in an area under the responsibility of the CA, the Community Living Department may require one of the students to move and the CA be moved with a new assignment. Relationships between CAs on the same supervised staff need to be reported to the supervising Assistant Director; departmental action may result if the relationship adversely affects job performance.

**Time Commitments**
**Work Commitments:** The CA shall agree to give the CA position priority in fulfilling the responsibilities as defined by the job description over other activities except for the CA’s academic responsibilities. The CAs shall agree to the following unless given prior approval for an exception in advance and in writing from the Supervising Assistant Director and the Director of Community Living. The CAs are expected to attend and actively participate in student staff training, all campus staff meetings, weekly staff meetings, departmental assignments and the opening and closing of the residence halls each semester. This includes, but is not limited to:

- Participation in Student Staff Training, during the week(s) prior to each semester.
- Participation in Fall/Spring Semester Openings and Fall/Spring Semester Closings.
- Reviewing the CA Manual thoroughly during fall training and as needed throughout the year.
- Attending weekly staff meetings for assigned area and mandatory monthly all-campus staff meetings.
- Actively supporting Community Living student organizations (RHA, building councils, etc.).
- Participation in all-campus programming sponsored/co-sponsored by the Department of Community Living.
- Fulfilling all duties required of sitting on one Community Living committee.
- Actively supporting in educational and developmental programming throughout campus.
- Successfully complete all required development initiatives (CA Class, Leadership Development Certificate, etc.)
- Participation in departmental responsibilities as assigned.

**Time Commitments:** The CA’s work week is designed as an average of 20 hours per work week. The CAs are expected to understand that work in residence halls is not easily translated into hours worked per day or per week. Emergencies cannot be anticipated. The CAs will spend the necessary amount of time in the hall and on the job until all responsibilities have been met. If a CA’s time significantly and consistently exceeds what is reasonable, the CA is obligated to notify the supervisor. Time commitments include:

- Administrative hours which include regularly scheduled responsibilities at hall staff meetings, community development initiatives, departmental assignments, special programming activities, and paperwork.
- On-call hours which include: 24-hour shifts on weekends, availability for drop-in discussions, individual counseling/advising, and response to other building/resident concerns and crises.
- Additional time as needed to build respectful, inclusive, positive communities and to preserve the welfare of the hall community including resident drop-in discussions, emergencies and other items that may arise. General availability to residents is critical to meet the student needs, develop a positive community, and to effectively contribute to the community staff team.
- During times when CAs are not on duty, they are still expected to address the needs of their residents as needed.

**Outside Commitments:** All CAs are expected not to accept or retain other commitments or part-time employment, on or off campus, which negatively affects the ability of the CA to fulfill CA responsibilities. Exceptions may be made at the discretion of the Supervising Assistant Director and Director of Community Living. Employment should not exceed 20 hours a week, and other outside commitments will be taken into consideration with these requests.

**Community Development**
**Floor and Building Engagement:** The CAs are expected to complete the community development expectations outlined during training, which includes: door decorations, floor decorations, bulletin boards, floor signs, educational and social programs, required floor meetings, department- and campus-wide programs by the specific deadlines set by the supervisory staff of Community Living. CAs will also be responsible for the support of any leadership development initiative set by the department, such as a Residence Hall Association, building council, etc.

**Availability to the Community/Department:** CAs are expected to maintain availability and visibility with residents and staff during evening hours and weekends, including providing coverage during break periods while the residence halls remain open. CAs are expected to:

- Schedule no more than four weekends away from campus each semester (unless approved by supervising AD). This schedule will be coordinated with the whole Community Living Department to ensure adequate campus/building coverage. Some weekends each semester may not be considered, such as opening/closing weekends, large game weekends, campus programming weekends, etc.
- Work her/his own share of holiday/break duty, as defined by the supervisory staff of Community Living.
- Return to her/his own assigned room each night, unless given prior approval from the supervising AD.
- CAs are expected to communicate with their supervising AD in advance all overnight travel through Carroll-sponsored events in order to plan for the CAs’ time away from the floor. CAs who travel a lot for Carroll-sponsored events may be more restricted on personal weekends away, depending on the needs of that floor/staff.

**Duty:** CAs are expected to perform “CA on duty” functions and the accompanying desk hours required, complete thorough rounds of the building and call their supervisors and other appropriate University staff (custodian, Securitas, etc.) when issues arise or are discovered.

- CAs must respond to inappropriate student behavior that is a violation of campus policies and procedures or community standards. The CAs shall confront the action in question, complete and submit objective incident reports to their supervisors in a timely fashion (within 24 hours).
- While on duty according to the duty schedule, the CAs will remain in their assigned residence hall desk area during the mandated desk hours and be available by cell phone. While on duty, CAs may not leave their building unless they are performing duty rounds or given permission by the AD on Duty. CAs are never to leave campus while on duty.

**Confidentiality:** All CAs are expected to maintain confidentiality concerning all residents and protect student information. All confidential materials (rosters, etc.) that are kept in staff-designated areas should be properly stored in a locked location to ensure residents do not have access to the information. All conversations concerning residents and other staff must happen in private areas and only with necessary persons. CAs are mandated to report information regarding instances of resident crises (physical, emotional, mental, etc.) and crime (policy or law violations) to the professional staff of Community Living.

**Appropriate Use of Keys and Access Cards:** The CA position requires CAs to be responsible for keys and/or access cards that provide access to residents’ rooms and Carroll College campus buildings. This responsibility must be taken very seriously and CAs will follow all Community Living key and access card policies. Any CA who loses a key and/or an access card (including personal Student ID), must notify her/his supervisor immediately. If any CA loses a key and/or access card, this may result in a fine and/or corrective action from the department.

**Administrative Duties:** CAs are expected to assist with all administrative duties as assigned by the professional staff of the Carroll College Department of Community Living. All paperwork associated with these duties must be completed in a timely fashion, as defined by the Supervising Assistant Director and/or Director of Community Living.

**Resident Transportation:** CAs are expected not to transport residents in the CA capacity, including, but not limited to, programming and health and safety transport.
Any questions? Feel free to ask your floor’s Community Advisor!!

Guadalupe Hall
Ground Mary’s: Bailey Osborne
1st Joe’s: Emily Holland
1st Mary’s: Jo Karr
2nd Joe’s: Peyton Van Pevanage
2nd Mary’s: TJ Rucker
3rd Joe’s: Connor Jones
3rd Mary’s: Lily Willig

St. Charles Hall
2nd Main: Casey Kahler
2nd South: Samson Jones
3rd Main: Maddison Gail
3rd South: Tommy Le
4th Main: Cameron Herriges

Trinity Hall
1st Floor: Therese McNicoll
2nd Floor: Madison Fernandez
2nd Floor: Brenden Borges
3rd Floor: Patrick Oster
Borromeo: Bridget Bloesch

Campus Apartments
Student Building Manager:
St. Matthew/St. Catherine: Jonathyn Jannot
St. John/St. Albert: Austin Carpenter