

HOUSING OFFICE
Presentation College
Community Advisor Position Description

The Community Advisor Program seeks to maximize student involvement and learning through leadership opportunities and academic support programs designed to foster student engagement. The Community Advisor (CA) is an essential staff member and supports the mission by facilitating and managing the following areas of Housing:

QUALIFICATIONS

- 2.25 cumulative grade point average or above during all semesters of appointment
- Enrolled as a full-time student at Presentation College during the academic year
- CA must complete the activities associated with the CA selection process
- Strong communication skills and the ability to relate to students, faculty, and staff
- Knowledge of campus and its resources
- Must be a strong role model and remain in good standing with the college
- Must participate in all trainings: Fall CA training, monthly in-services, and other activities pertaining to professional development

RESPONSIBILITIES

The CA is administratively responsible to the Housing Coordinator (HC) and performs the following functions, including but not limited to, (These should not be considered all inclusive):

- A. Assists in establishing a safe and healthy physical environment in the suites.
 1. Reports physical conditions of the living units.
 2. Is on duty, as assigned and remains in the building at least four nights per week (this includes duty night).
 3. Abides by and reports violations of policies and procedures.
 4. Performs administrative tasks, as assigned promptly and accurately (e.g. Leadership Team updates, reports, etc.).
 5. Assists the HC with opening and closing suites.
- B. Assists in establishing a supportive interpersonal environment in the suites.
 1. Is a positive role model.
 2. Serves as a helper and referral source.
 3. Supports Suite Community Board (SCB) activities and programs.
 4. Assists the HC in evaluating and determining students' educational and developmental needs.
 5. Follows all laws and regulations concerning alcohol and other drugs.
- C. Performs other duties as assigned.
 1. Actively engaged in Leadership Team responsibilities.
 2. Participates in all training and in-service sessions and staff meetings as scheduled.
 3. Carries out duties assigned as deemed necessary and proper by the HC.
 4. Seeks to improve self and maintain academic standards.
 5. Serves as a host to Presentation College guests and in particular to prospective students.

CONDITIONS OF APPOINTMENT

1. Community Advisors are students first. Academics is placed as priority along with the CA position. Any involvement in activities outside the position MUST BE CONSIDERED SECONDARY.
 - a. The Housing Office views the CA position, along with a full-time academic load, as a full-time commitment.
 - b. If participating in outside activities or membership in organizations affects the performance of a CA, the CA will need to make a choice between the activity or organization and the CA position.
2. A CA may not hold any position on the Suite Community Board (SCB). CAs are expected to support activities of the SCB.
3. The CA must be a positive role model for students conduct – it is important that the behavior of each CA is above reproach. A violation of regulations by CAs or encouragement of residents to violate these policies will not be tolerated. CAs are expected to make mature judgments about their behavior both on and off campus. Please remember that what is done by a CA reflects not only on the individual but on the entire Housing staff.
4. All CAs must spend at least 4 nights per week in the suites including his/her duty night and attempt to be available in the daytime hours. A CA may not leave campus for more than 2 weekends per month unless approved by the Housing Coordinator.
5. Since duty is a specific time when the CA is working, CAs should not expect to spend the night studying. CAs should manage and arrange time and studies to devote this evening to Housing work and responsibilities. Use some of the time that you are on duty to visit other floors/entrances so that residents feel you are interested in them.
6. Any CA who's cumulative GPA falls below 2.25 will have the situation reviewed by the HC.
7. A CA will be required to participate in all Housing training sessions as they are an important aspect of the position.
8. A CA will be required to return to campus approximately two weeks prior to the opening of the suites fall semester and about one week prior to the opening of the suites spring semester for training. CAs are required to remain on campus for suite closing.
 - a. If the suites do not close for Easter break, adequate coverage is expected for staff unless released by the HC.
9. CAs are expected to assist in the recruitment and selection of new CAs.

IMPORTANT DATES (Mandatory)

- **Applications Due**
 - Friday, March 2nd by 5pm
- Attendance at one of the designated **Community Advisor Workshops**
 - February 7th, 14th, 22nd, and 28th at 6pm in Sister Edmund Walsh (SEW)
 - March 1st at 12pm in Sister Edmund Walsh (SEW)
- **Group Interview Process**
 - Thursday, March 22nd at 7-9pm
- **New Staff Hire In-Service (If selected)**
 - Sunday, April 15th time TBA
- **Fall Training (If selected)**
 - August 14-20, 2018

Please return applications to:

Office of Student Affairs
Presentation College – M 232
Aberdeen, SD 57401

OR

Housing Office
East Suites, A123
Aberdeen, SD 57401

HOUSING OFFICE
Presentation College
Community Advisor (CA) Application

Date: _____

Name: _____ Student ID #: _____
(First) (Last) (MI)

Contact Information: Cell Phone #: _____ Email: _____

College Address: _____ Phone: _____

Permanent Address: _____
(Street) (City) (State) (Zip)

Gender: _____ Birth Date: _____ How many semesters have you lived in the suites? _____

Classification: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Major(s): _____ Minor(s): _____ Approximate GPA: _____

Other Colleges Attended: _____ Year(s): _____

_____ Year(s): _____

Have you been involved in student government and/or suite activities: _____ Yes _____ No

If yes, please explain: _____

Freshman & Sophomores: What activities, organizations, etc., did you participate in during high school: _____

All Applicants: What activities, organizations, etc., did you participate in during college? List any offices you have held: _____

Do you anticipate any interruptions (e.g., outside activities, internship, etc.) during the next academic year?

_____ Yes _____ No If yes, please specify: _____

Other than classes, what major commitments do you have: religious activities, student organizations, academic organizations, sports, etc.?

Have you ever been subject to any disciplinary action? ____Yes _____No

If yes, please explain (this will not exclude you from the interview process): _____

List skills or experiences you possess that are pertinent to this position:

Briefly explain why you would like to be a community advisor, and why you think you would be a good choice:
(Attach another sheet if necessary)

Who is the CA presently in your building or on your floor? _____

PLEASE READ CAREFULLY

You have my permission to check my GPA and I authorize the use of the information on this application by interview committees in the selection process. I also understand that evaluation forms used by members of the selection committees are confidential and waive my right of access to view these forms.

I have read the attached position description, understand it, and if appointed as a community advisor, agree to adhere to the expectations and conditions of appointment.

I also understand that if I accept the appointment, I agree to serve as a Community Advisor for the entire academic year.

Signature

Date

Thank you for your interest in the Community Advisor position. Please return this application to the Office of Student Affairs - M 232, Presentation College, Aberdeen, SD 57401

HOUSING OFFICE
Presentation College
Community Advisor Application Reference Directions

To be considered for the CA position you need to follow the reference directions below. You must first sign the top of each one waiving your rights to see the reference someone is providing for you.

- **On-Campus Applicants** must have two (2) references completed.
 1. Current Community Advisor (formerly known as Resident Assistants)
 2. Presentation College professional (staff or faculty)

- **Off-Campus Applicants** must have two (2) references completed, both from current Presentation College professionals (staff or faculty).

All forms are available on the following pages.

You CANNOT under any circumstances have a friend fill out a reference sheet for you. Any reference sheets filled out from someone other than the people listed above must be approved by the Housing Coordinator. You may contact via email at semisi.malolo@presentation.edu if you have questions.

Could you work effectively with this student in your building? Why or why not?

Has this applicant been involved in an incident in your building/on your floor or in the suites, which you feel should be considered in his/her candidacy (positively or negatively)? Explain.

Comments:

Overall Rating

1 2 3 4 5 NA

(Return to the Housing Office)

Signature of Community Advisor

**HOUSING OFFICE
Presentation College
Evaluation Statement by Reference Source**

Evaluation Statement on: _____ Date: _____

The above named student is applying for a Community Advisor position. The student has waived right of access to view this recommendation made by you on his/her behalf **if his/her signature appears below**. This evaluation will be used only for the purpose stated and will be viewed only by those persons involved in the interview process.

I hereby waive my right to view this evaluation statement.

Signature of Applicant

My acquaintance with this person has been as: _____Teacher_____Major Professor_____Advisor_____Employer

Other _____

How long have you known this applicant? _____

Please rate the applicant on the following areas that are thought to provide pertinent information for possible appointment as a Community Advisor. Keep in mind that the CA's primary responsibility is to assist the student on his/her floor or building by being a positive role model, giving information, enforcing regulations, facilitating an environment conducive to study and personal growth, and by serving as a helper with personal problems or concerns.

Personal Qualities	1 - Poor	2 - Fair	3 - Average	4 - Good	5 - Excellent	N/A - No opinion		
1. Appearance, poise, manner			1	2	3	4	5	NA
2. Effectiveness of voice and speech			1	2	3	4	5	NA
3. Communication skills			1	2	3	4	5	NA
4. Dependability			1	2	3	4	5	NA
5. Attitude toward work			1	2	3	4	5	NA
6. Self-discipline			1	2	3	4	5	NA
7. Self-confidence			1	2	3	4	5	NA
8. Emotional maturity			1	2	3	4	5	NA
9. Common sense			1	2	3	4	5	NA
10. Sense of responsibility			1	2	3	4	5	NA

Comments of personal qualities: _____

Human Relations	1 - Poor	2 - Fair	3 - Average	4 - Good	5 - Excellent	N/A - No opinion		
1. Social adaptability			1	2	3	4	5	NA
2. Potential for leadership			1	2	3	4	5	NA
3. Ability to cope with new situations			1	2	3	4	5	NA
4. Initiative			1	2	3	4	5	NA
5. Ability to relate to a cross section of people			1	2	3	4	5	NA

Please write a brief statement as to your opinion of the applicant's ability to be an effective Community Advisor. Please also include any areas where you feel the applicant may need improvement or where you can see room for growth.

Evaluator's Name (please print) _____ Title _____

Address _____ (Street) _____ (City) _____ (State) _____ (Zip) _____

Phone _____ Email _____

 Evaluator's Signature

Please return to: Office of Student Affairs
 Presentation College - M 232
 1500 North Main Street
 Aberdeen, SD 57401 - 7198

**HOUSING OFFICE
Presentation College
Evaluation Statement by Reference Source**

Evaluation Statement on: _____ Date: _____

The above named student is applying for a Community Advisor position. The student has waived right of access to view this recommendation made by you on his/her behalf **if his/her signature appears below**. This evaluation will be used only for the purpose stated and will be viewed only by those persons involved in the interview process.

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11. Appearance, poise, manner			1	2	3	4	5	NA
12. Effectiveness of voice and speech			1	2	3	4	5	NA
13. Communication skills			1	2	3	4	5	NA
14. Dependability			1	2	3	4	5	NA
15. Attitude toward work			1	2	3	4	5	NA
16. Self-discipline			1	2	3	4	5	NA
17. Self-confidence			1	2	3	4	5	NA
18. Emotional maturity			1	2	3	4	5	NA
19. Common sense			1	2	3	4	5	NA
20. Sense of responsibility			1	2	3	4	5	NA

Comments of personal qualities: _____

Human Relations	1 - Poor	2 - Fair	3 - Average	4 - Good	5 - Excellent	N/A - No opinion		
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9. Initiative			1	2	3	4	5	NA
10. Ability to relate to a cross section of people			1	2	3	4	5	NA

Please write a brief statement as to your opinion of the applicant's ability to be an effective Community Advisor. Please also include any areas where you feel the applicant may need improvement or where you can see room for growth.

Evaluator's Name (please print)

Title

Address

(Street)

(City)

(State)

(Zip)

Phone

Email

Evaluator's Signature

Please return to:

Office of Student Affairs
 Presentation College - M 232
 1500 North Main Street
 Aberdeen, SD 57401 - 7198