



Community Advisor : Job Description

Job Title:	Department:
Community Advisor	Residence & Housing Residence Life
Position Reports to:	Salary:
Residence Life Coordinator	Summer 2024: \$5,598 (paid bi-weekly throughout contract). Fall 2024/Spring 2025: \$10,426 (paid bi-weekly throughout contract). Community Advisors living in the Towers receive additional \$300 per term.
Dates of Appointment:	Hours Worked:
Summer: April 27 th , 2024 to August 19 th , 2024 Fall/Spring: August 19 th , 2024 to April 27 th , 2025 <i>*end dates subject to change. For Summer term will be confirmed by June 7th 2024. For Fall/Spring term, will be confirmed by October 25th, 2024</i>	This position requires filling Employer-scheduled shifts on a rotating basis, supporting an assigned residence community and planning programs focused on community development. Hours will vary based on need throughout the semester, but at most an Community Advisor is expected to work 406 hours for the academic year (Fall & Spring Semester) and 218 hours for the Summer Semester

POSITION SUMMARY

Reporting to the Residence Life Coordinator (RLC), the Community Advisor (CA) is a part time, live-in student leadership position within the department of Residence & Housing. This position is essential to the development of a positive community and learning experience for residents. As the primary support for residents the CA assists in the creation of a safe and welcoming environment for all community members. Working closely with the Residence Life Management Team (RLMT) they safety, security, and wellbeing of residents.

Working on a team of Community Advisors, with support and mentorship from the Area Coordinator (AC), and direct supervision from the RLC, the CA is responsible for offering opportunities and resources that address academic, personal, and social needs of the community. These opportunities are reflective of the Residence Community Development Plan; a curriculum document which outlines the intended community and learning experience for residence students. The CA also serves as a peer leader, communicating and upholding the Residence Community Standards, connecting residents to resources both on and off campus, and managing conflict and crisis situations. The foundation of the CA position is to develop a supportive community that is conducive to academic and personal growth while enhancing the overall experience of living in residence.

DUTIES AND RESPONSIBILITIES

Community Support

Community Support includes: Role Modeling, Strong Community Presence, Student Resource and Support. Community Advisors are peer leaders in the community and are expected to be professional and respectful of our



Is aware of community dynamics and addresses and mediates conflict in their community, referring up to their supervisor as needed.
Works to ensure that residents in the community are promoting clean, safe, and welcoming shared spaces that all residents can enjoy.
Acts in a respectful and professional manner in all interactions with students and staff.
Respects and supports the diversity of the residence community by promoting a space that is inclusive to all persons regardless of race, gender identity, sexual orientation, religious affiliation, national heritage, and lived experiences.
Follows the Freedom of Information and Protection of Privacy Act and maintains the principles of confidentiality.

Community Engagement & Transition

Community Engagement & Transition includes:



ENTRANCE QUALIFICATIONS

Passionate about contributing to an engaging residence community
Demonstrated ability to exercise good judgment in high-risk situations
Demonstrated leadership and critical thinking skills
Ability to work both independently and cooperatively as part of a team
Appreciation for, and understanding of, diversity, inclusion, and interculturalism
Effective and respectful communication skills
Ability to manage time effectively including all academic, personal, and work commitments
Ability to exercise tact and diplomacy when administering university policies including maintaining confidentiality
Ability to complete administrative tasks with an attention to detail and high degree of accuracy
Ability to work flexible hours, including evenings, weekends, and holidays
Previous experience in event planning an asset
Must meet Residence & Housing eligibility requirements
This position requires you to live within a pre-assigned room within Residence, and to meet all Residence & Housing fees and payment deadlines.
Must have a minimum cumulative GPA of 2.5