University of Central Missouri
University Housing
Community Advisors

Job Responsibilities

Community Facilitator
• Be available/accessible to students by spending quality interaction time in the residence halls
• By the end of September know all the students in your area of responsibility.
• Conduct house/hall meetings throughout the academic year as deemed necessary and/or requested by University Housing
• Assist students with personal, social and academic concerns.
• Respect and maintain confidentiality.
• Develop a responsible living environment in the community through programming, effective interaction and outreach.
• Consistently encourage responsible behavior by the residents.
• Attend governing board meetings (Hall Councils/USHA/IFC/Panhellenic Council)

Referral Agent
• Document and report all emergency situations to University Housing.
• Act as a referral agent for students to different campus and community agencies.

Team Member
• Attend and participate in all staff training.
• Attend weekly staff meetings.
• Remain in your residence hall all but four nights per month. One half of the staff needs to be in the hall each night.
• Help develop an area/staff community by supporting and displaying a positive attitude toward all staff.
• Actively participate in recruitment, selection and training of new staff members.
• Discuss all outside activities with the RHD in terms of time management.
• Write goals/objectives by the end of September.

Administrator
• Be available for the opening and closing of the residence halls
• Be available for special staffing assignments
• Participate in the duty schedule
• Complete all administrative tasks such as job orders, weekly reports, incident reports, etc. and others as assigned by University Housing.
• Share in the check-in/check-out process/duties.
• Work three hours per week at the front desk.
Programmer

- Complete at least one social program within the first two weeks of each semester.
- Plan one program to be held in the residence hall, each semester, facilitated by a faculty or professional staff member.
- Facilitate/plan programs throughout the year that meet needs, educate, and provide community service for the residents. Staff members will follow the guidelines and expectations as outlined by their Residence Hall Director.
- Work with Hall Councils to facilitate effectiveness and insure social/recreational programming in the community.
- Work directly with the RHD to set program dates/deadlines/plan for the semester. Program assessment forms are due to University Housing within one week of the program.

Limit Setter

- Actively confront disciplinary situations and document as appropriate.
- Uphold all policies of University of Central Missouri.
- Articulate University policy and procedures.

Expectations

- Have and maintain a 2.50 cumulative and semester GPA.
- Practice open communication with University Housing.
- Discuss the "2nd Job Option" with your Residence Hall Director as outlined in the staff manual.
- Will not pledge any social fraternity/sorority the first 5 weeks of the fall semester.
- Remain in good standing with the University and University Housing (not on disciplinary or academic probation).
- At all times act as a positive representative for the University and University Housing.
- Actively participate in University Housing Committees.
- Keep all bulletin boards updated. Change at least once a month.
- Post door decs at the beginning of each semester and change at least once during the semester (additional Area Expectations may be given).
- Other duties as assigned.

Compensation

- Private Room (Per Semester)
- Meal Plan
- Stipend (amount of stipend depends on the meal plan chosen)