Frequently Asked Questions about Community Advisor Selection

While you might not immediately understand all of the information in the handout, the information will become more useful as the process goes on. Please keep this and refer to it as necessary through the Community Advisor Selection Process.

Application

What exactly are the qualifications for becoming a Community Advisor?

The minimum qualifications to become a Community Advisor are as follows:

1. You must have achieved a 2.50 GPA both cumulatively and for the semester immediately prior to you application (in this case, Fall of 2011)
2. You must have completed 24 credit hours before beginning the CA position (in this case, by the end of Summer Semester 2012)
3. You must have at least one academic year of group living experience before beginning the CA position. This can be achieved by living on campus (here or any other university) for two semesters or through any combination of the above plus military, camp, etc.
4. You must be in good standing with the university and the Office of University Housing, meaning that you cannot be on academic or conduct probation when hired, or have terminated from another University Housing position.

What guidelines are there to the essay?

The essay must be typed on a separate sheet(s) of paper. There is no minimum or maximum length, but it is important that you answer the questions thoroughly. The response does not have to be written in a particular style, but it should be relatively grammatically correct and easy to follow.

What people should I ask to do recommendations for me?

University Housing requires that you get your recommendations from specific sources. Those sources are as follows:

1. Your first recommendation should be given to your current Community Advisor. If you live in an on-campus apartment or off-campus and, hence, do not have a Community Advisor, you may ask any current or former Community Advisor to complete it.
What if I don’t know any CAs at all?

If you do not know a CA at all, you may ask another undergraduate student leader. Examples include an officer in an organization you belong to, a member of a Greek or honor organization that you know or a student worker on campus.

What if I have recently moved and my current CA doesn’t know me very well?

You can ask another CA in your building or your previous CA to complete it. Please attach a short statement to the recommendation letting us know why your current CA did not complete it.

2. Your second recommendation should be given to a UCM Professional Staff, Graduate Assistant or Housing Staff member. This includes professors, administrators, graduate assistants (such as your Residence Hall Director), support staff—anyone who might know you well enough to comment.

Can I give this recommendation to a second CA?

Yes, provided that that Community Advisor knows you well enough to rate you effectively.

3. Your third recommendation should be given to a current or former supervisor. This would include someone who supervised you while you worked at a job or while you performed volunteer work.

What if I have never had a supervisor or it would be difficult to get my supervisor to complete it?

In those cases, you may have a second faculty or staff member complete it as in section #2. You may NOT have a third Community Advisor complete it, though

Pre-process Meetings

What will be covered at the information meetings on January 18 and 19?

These meetings are designed to give you more information about what it means to be a CA. Information covered will include the duties of a CA, the time commitment necessary, an overview of
the training, the compensation package and the skills that you will learn that will help you in your post-graduate future.

**Are the information meetings mandatory?**

The information meetings are completely voluntary. However, you will learn a lot at these meetings which may help you in the interview process.

**What will be covered in the Mandatory Meeting on February 6?**

This meeting is designed to welcome and introduce you to the interview process. There will be a short presentation regarding the steps of the interview process. After that, you will sign up for your interview and your group process.

**What if I can’t make it to this meeting?**

This meeting is EXTREMELY important and you should make every effort to be there. We have planned it late enough at night so that classes should not interfere. However, we understand that emergencies happen and we will work with you if you let us know ahead of time that you will not be able to make it to the meeting. If you fail to show and do not have a legitimate excuse for missing it, you may be removed from the selection process.

**Interviews and Group Process**

**What will my interview consist of?**

Your interview will actually consist of several “mini-interviews” done in the speed dating style. You will meet with several different Residence Hall Directors and professional staff who will ask you questions in several topical areas. These areas could include programming, confrontation, community building, student leadership and your own strengths and weaknesses. You should dress professionally for your interview, which will take about 30 minutes total.

**What is a group process?**

Group process is the part of the interview process in which we assess how well each candidate works with groups. As you are aware, Community Advisors work with groups of people constantly. Each CA has a staff that they are members of and a floor in which they oversee and work with. They may also
work on committees, with the hall council and with the Office Assistant, Fitness Assistant or Library Assistant staffs. Therefore, group work is especially important.

During the group process, you will be seated around a table with 5-7 other CA candidates. You will be given a series of tasks to do. While you are doing these tasks, a group of current CAs, RHDs and Housing Professional Staff will watch you as you do them. We will be looking at several things including your leadership (and “followership”) skills, how you interact with others, your creativity in problem solving and your personality.

Each group process should take about ninety minutes. Since this is a longer process, please feel free to dress comfortably.

**Internship**

How do you decide which CA candidates get passed on to the internship phase of the process?

This is one of the most difficult aspects of the process for us. Each year we generally have 75-100 candidates and we need to cut this down to a more manageable number for the internships. Generally, we are looking at your overall performance in the interviews and group process. We will also look at your responses to the application questions and recommendations.

If we decide not to offer you an internship, it does not mean that you will never be a CA. It simply means that we don’t think you’re ready to be one...yet. Plenty of students have applied a second time and been hired, so keep your head up!

How will I know if I am a finalist?

You will get an e-mail stating whether or not you are a finalist. If you get an e-mail stating that you are not a finalist, you do not need to attend the internship kickoff.

What is the internship kickoff?

This is a large group meeting for all candidates still in the pool and the CAs in which they will be doing their internship under. There is no meal served and no refreshments. This is a very quick meeting that will give you the opportunity to meet the CA that you will be interning with (your CA Mentor) and to start to plan what you will do during your internship.
What does the internship consist of?

The purpose of the internship is to expose you to several different aspects of being a CA. During the internship, you will be expected to do the following:

-- Plan and implement a program
-- Be on duty and go on rounds with your CA Mentor
-- Attend a Hall Council or USHA meeting
-- Have a one-on-one with your CA Mentor’s Residence Hall Director
-- Attend a staff meeting with your CA Mentor

How will I be evaluated on the internship?

First off, failure to complete your internship means that you will not be hired. If you do complete it, you will be evaluated on the areas of the internship that you performed. Specifically, how your program went (including the planning phase), how you’re night on duty went, etc. You will also be evaluated on your assertiveness, creativity, interaction with residents and ability to be a role model.

If I am placed in a certain hall for my internship, does that mean I am likely going to become a CA there?

Not necessarily. We pair our CA candidates up with their mentor based upon several factors including the type of floor we think might work best, the personalities of the candidate and the mentor and blind randomness. However, it is a guarantee that you will NOT be doing your internship in the hall in which you currently live.

Final Decisions

How much control do I have over where I am placed?

Only a little. We will ask you to complete a preference form at the internship kickoff, which will let us know the type of floor you are interested in, if you are interested in working on a SHIP and if you would like (or not like) a particular hall. However, we use this info only as a guide. We will place you where we think you will be the most effective based upon the type of floor and hall. We will try not to put you somewhere that you don’t want to be, but make no promises.
How will I be notified if I am selected or not?

You will get an e-mail from me sometime on March 16. Be patient. That e-mail will include whether or not you are hired and where you are placed.

What if I am not hired?

Being that there will likely be a large number of applicants, not everyone can be hired. Many will be named alternates. Being an alternate means that should a position open up before the next process (For example, if someone doesn’t make grades or transfers to another school), he/she will be considered first. Either way, if you are not hired, you will get the opportunity to meet with someone in Housing to discuss your interviews and what you might do to prepare yourself for a future selection process.

What if I am hired?

Congratulations! We would not have hired you if we were not confident in your ability to do the job. A few things you should know about:

1. There will be a mandatory session for all 2012-13 CAs late in Spring Semester 2012. At this session, you will get the opportunity to meet your staff for next year and you will complete all the necessary paperwork for the position.

2. CA Training will start approximately August 8, 2012. Training is mandatory and you will be expected to be there. Please make sure that you plan your summer around this date.

If you have any further questions about the CA Selection Process, please call Dan Duhamell at 543-4479 or e-mail at Duhamell@ucmo.edu.