

2008 - 2009
Community Advisor
Application

Please return to Kim Leichy no later than
January 25, 2008

Eastern Mennonite University
Residence Life

What is a CA anyway?

Position

Community Advisors (CAs) are responsible for a floor, or section of a floor, in a residence hall. CAs help with personal, academic and spiritual concerns of students. CAs help to work out any group conflicts that may arise. They serve as facilitators, encouraging a cooperative and considerate group living community by initiating and helping to organize floor or hall activities and programs. They serve as information resources for the campus and residence hall. Most of all, CAs are expected to be the type of people who care about others and will attempt to make the residence hall a quality living and learning experience.

Qualifications

Community Advisors must be full-time students at Eastern Mennonite University in their second to fourth year of undergraduate study with a minimum cumulative GPA of 2.5. Previous experience living in a college residence hall is a requirement (having lived in an EMU residence hall is highly encouraged). CAs must have demonstrated responsible compliance with the standards and policies of the university and have received satisfactory references from their Community Advisor and from at least one faculty member. CAs must have basic skills in the area of human relations, leadership, organization, and peer counseling.

Benefits

- ↙ \$1,800 per year for first year CAs, \$2,000 for second year CAs and a 25% discount on room and board for all CAs.
- ← Intensive training in counseling, conflict resolution, program planning, confrontation, etc. that can be used in your role as a CA and in life after college
- ↑ Friendships with other CAs, residence life staff and many residents
- A great personal growth opportunity
- ↓ Career preparation—being a CA looks good on a resume and often leads to great stories during interviews
- ↻ A chance to give something back to the university and the students

Responsibilities

Community Advisors are expected to contribute to the accomplishment of the following functions:

Community Building

- ↙ Get to know residents and be available, spending time on the hall building friendships and being a role model.
- ← Encourage residents to plan and implement residence hall activities and to attend residence hall and university programming.
- ↑ Help students develop a respect for each other's rights and freedoms and a respect for both private and university property.

Peer Counseling

- ↙ Be available, friendly, and open to students. Be an active listener and a counseling helper.
- ← Know and understand the resources on campus which may be used by students to meet their academic and personal needs.
- ↑ Reach out to students who may have difficulty adjusting to EMU and who may not feel a part of the community.

Programming

- ↙ Encourage students to share in your responsibility for planning and/or presenting a minimum of six community building programs in the fall and five in the spring.
- ← Incorporate educational programs each year to meet needs of residents.
- ↑ Provide Christian support in collaboration with a Ministry Assistant.
- Work cooperatively with the Residence Director to plan and implement social and other residence hall activities.

Discipline

- ↙ Be a role model by adhering to community living standards and policies of the university and the residence hall, whether on or off campus.
- ← Know the policies and procedures as outlined in the Student Handbook and be able to explain the reasons behind given regulations.
- ↑ Confront persons who violate EMU standards of conduct or residence life policies with a caring attitude and report infractions according to established protocol. Encourage students to confront other students with violations, and work with the Residence Director to bring about student self-responsibility.

Administration

- ↙ Prepare weekly reports, on-duty journals and other records, including room check-in/out forms.
- ← Assist with communications among residence life staff, student life staff, and students.
- ↑ Maintain good relationships with other workers such as Ministry Assistants and physical plant staff.
- Assist residents with safety procedures and emergency situations. These will include but are not limited to fire drills and smoke alarm checks.
- ↓ Share responsibility of CA on-duty 2-3 weekends/semester on Thursday thru Saturday evenings. Duties may include but are not limited to: on-duty rounds, journal, and security checks.
- ↻ Inform the Residence Director of living situations (incidents, needs, behavioral changes unknown whereabouts of residents) through a schedule of weekly supervisory meetings, unscheduled conversations and staff meetings.

Time Commitment

- ↙ Be available on the hall on a regular basis.
- ← Account for a minimum of nine hours per week for regularly scheduled responsibilities.
- ↑ Remain in the residence hall until all students have left for vacation for Christmas and Spring Break. CAs are expected to stay until the residence halls close and to return when residence halls open. Community Advisors must participate in all opening, closing and inspection procedures, and may not leave until dismissed by the Residence Director.
- Be away from campus no more than three weekends per semester (not including Fall, Thanksgiving and Easter breaks.)
- ↓ Stay on campus until noon on the Monday after graduation.

Training and Special Events

- ↙ Participate in the following sessions:
 - Spring Training Session on April 10, 6:30-9 p.m., West Dining Hall
 - Training one week before new students arrive in the fall semester.
 - *Contemporary Issues in College 291* held Mondays, 3:40–4:30 p.m. during the fall semester.
 - *CA Connections*, held spring semester an average of twice a month
- ← Participate in the following events:
 - CA Winter Retreat
 - CA CARE Activities, CA Christmas Party, and CA Recognition Banquet
 - Workshops

Note: *This job description is subject to changes before the start of the 2008-09 school year.*

Important Dates

November

29 (Thurs) Informational meeting for all prospective CAs in West Dining Hall, 7 p.m.

January

25 (Fri) CA applications are due to the Student Life Office by 5 p.m.

31 (Thurs) Reference Forms from faculty, staff or current CA are due to the Student Life Office by 5 p.m.

February

7 (Thurs) Attend a Pre-employment Workshop in the University Commons, 211-212.
6:30 - 9:30 p.m.

9 (Sat) Attend a Pre-employment Workshop in the University Commons, 211-212. 9 a.m. - noon
*(You will indicate on your application which one (Feb. 7 or 9) you would like to attend—you must only attend **one** of them.)*

11-15 (Mon–Fri) Individual Interviews

28 (Thurs) CA Contracts offered

March

1-10 **Spring Break**

14 (Fri) Signed CA Contracts are due to Student Life Office by 5 p.m.

April

11 (Fri) Hall assignments for the 2006–07 school year posted.

10 (Thurs) Spring Training for all 2006–07 CAs
West Dining Hall, 6:30–9 p.m.

Interview Tips

- ↙ Read the job description and application packet carefully to familiarize yourself with the position and requirements.
- ← Spend time talking with Community Advisors about what their job entails.
- ↑ Prepare for questions by formulating some of your answers in advance. See the list of possible questions below.

- Try not to schedule your interview during a time that you have exams or assignments due. The added stress could affect your interview performance. Instead, schedule your interviews for the time of day when you are most energetic and at your peak of productivity.
- ↓ Dress neatly and professionally for your interviews.
- ↩ Most importantly—*be yourself!* The purpose of the interview is so you and the Residence Life staff can get to know one another better. It is difficult to do if you are pretending to be something you are not!

Possible Questions

- What are your strengths as related to the job of a CA? What are your weaknesses?
- What goals would you have for your floor if you were a CA? How would you attempt to implement those goals?
- How would you get to know your residents in a personal way? What sort of students would prove most difficult for you to relate to? Most enjoyable?
- What needs do you see on the floor where you live right now? How would you help to meet those needs?
- What is one thing your present CA does well? What is one thing you feel they could do better?
- How have you experienced growth in your spiritual life?
- There are 50 persons who have applied to be a CA. What distinguishes you from the rest?

Application for Community Advisor

Please type or print clearly.

Please
attach
photo.

General Information

Name _____
last first middle preferred

Current University Residence _____ Current CA _____

Current RD _____

Home Address _____

Home Telephone (_____) _____ Birth Date _____

Current Classification Fr So Jr Sr Cumulative GPA _____

How many credit hours do you plan to take each semester next year? 1st Semester ____ 2nd Semester ____

Major(s) _____ Minor(s) _____

Are you planning on going on a cross-cultural during the 2008-09 academic year? _____

If so, will you be gone for the fall or spring semester? _____

For what type of career are you preparing? _____

List the following...

Leadership positions or offices held at EMU.

Extra-curricular activities.

Past employment at home, during the summer, workstudy, etc. (attach a resume if you have one)

Respond briefly to the following questions...

Describe your previous EMU residence hall experience. What was it like? What did you learn?

Name three important roles of the Community Advisor and describe how they should be performed at EMU.

Describe any life experience or classes which you feel have prepared you for this role.

What qualities or abilities should the ideal CA have?

It is important that the CA be able to support and represent EMU's institutional values and perspectives.

a) What is your attitude toward the policies that govern residence life at EMU? b) Are there any rules that you would not support as a CA? c) How would you confront a peer in that situation?

a)

b)

c)

Describe your current commitment to Christ. Identify one area in your Christian life where you feel you have experienced growth in the past year.

Conditions of Employment

- ↙ The CA position is eligible for funding under the College Work-Study program. Will you be eligible for work-study in 2008–09? Yes No Have you applied for this aid? Yes No
- ← Since the CA position requires energy and time, we cannot approve any other employment while a student is a CA. Do you foresee any problems with this employment condition? Yes No
- ↑ It is important for the CA to limit his/her extracurricular activity in order to allow time for personal study and residence hall commitments. Are you planning to be involved in any major time commitment in the 2008–09 academic year (athletics, drama, music groups, CAC, etc.)? Yes No

If yes, list the activity and explain your goals in participating in that activity. What is its priority in relation to your CA commitment?

- **All CAs are expected to be on campus August 15–23, 2008 for training and orientation. Do you have any summer commitments that will keep you from arriving at that time?** Yes No If yes, explain.

References

Each applicant is required to have the following references on file in the Office of Housing and Residence Life. It is the applicant's responsibility to distribute reference forms and ensure that they are returned to the Office of Housing and Residence Life.

↙ Faculty _____

← Current CA _____

↑ Other EMU employee _____

Please complete the waiver statement below.

- I waive my right of access to the references indicated above.
- I do not waive my right of access to the references indicated above.

Signature _____ Date _____

Pre-Employment Training Session

Each applicant is required to attend a Pre-Employment Training Session prior to selection. The purpose of this meeting is to give a more thorough introduction to the Residence Life Program, to begin to develop and strengthen basic communication and helping skills, and to assist in the staff selection process.

Please check the meeting time you would prefer:

- Thursday, February 7, 6:30 - 9:30 p.m., University Commons, 211-212
- Saturday, February 9, 9 a.m.- noon, University Commons, 211-212
- Either session.

The meeting date/time will be confirmed for you and more details will be provided before the meeting.

Community Advisor Reference Form

EMU Faculty

The new employment process for selection of next year's Community Advisors is now underway. You have been chosen by this applicant to provide a reference.

Name of applicant: _____ has has not waived his/her right of access to the form attached. His/her signature is on file in the Student Life Office.

Your candid evaluation will be much appreciated. Please mail the completed form to the Student Life Office by **January 31, 2008**. Thank you for your time and willingness to help us secure good para-professional employees for EMU residence halls.

How well do you know this applicant?

extremely well well somewhat hardly at all

The Community Advisors are the most critical people for creating a good educational environment in the residence halls. More than any other staff they are attuned to students' needs, interests, issues, and problems. Their responsibilities are:

- ↙ to provide personal help and assistance
- ← to manage and facilitate groups
- ↑ to direct social, recreational, and educational programs
- to inform students or refer them to appropriate informational sources
- ↓ to explain and enforce rules and regulations
- ↖ to maintain a safe and orderly environment

Please circle the appropriate number on the scale, keeping in mind the responsibilities described above. Note that the statement on the left represents a 1 on the scale, and the statement on the right represents a 5. Additional comments are appreciated.

Leadership

	1	2	3	4	5		No opportunity to observe
Has little credibility					Able to gain others' respect		<input type="checkbox"/>
Breaks confidence					Trustworthy		<input type="checkbox"/>
Needs to be motivated					Takes initiative		<input type="checkbox"/>
Uninvolved in campus activities					Very involved in campus activities		<input type="checkbox"/>
Unsure					Confident		<input type="checkbox"/>
Avoids responsibility					Takes responsibility		<input type="checkbox"/>

(over)

Interpersonal Relationships

1	2	3	4	5	No opportunity to observe
Self-centered				Takes an interest in others	<input type="checkbox"/>
Inconsiderate				Sensitive to needs of others	<input type="checkbox"/>
Critical of others				Accepting of others	<input type="checkbox"/>
Poor communication skills				Able to communicate clearly	<input type="checkbox"/>
Does not initiate interaction				Initiates interaction	<input type="checkbox"/>

Personal Qualities

1	2	3	4	5	
Immature				Mature	<input type="checkbox"/>
Not serious about academic responsibilities				Conscientious about academic responsibilities	<input type="checkbox"/>
Little evidence of Christian commitment				Shows an active Christian commitment	<input type="checkbox"/>
Shows lack of good judgement				Uses common sense	<input type="checkbox"/>
Displays negative attitude				Displays positive attitude	<input type="checkbox"/>
Low self-concept				Strong self-concept	<input type="checkbox"/>
Unsupportive of EMU policy				Supports EMU policy	<input type="checkbox"/>

Additional Comments:

What recommendation would you give this person for a staff position?

- Strongly recommend
- Recommend
- Recommend with reservation (please explain)
- Not recommend
- Urge that he/she not be considered

Signature _____ Date _____

Please return this form to the Student Life Office by January 31, 2008.

Community Advisor Reference Form

Current CA

The new employment process for selection of next year's Community Advisors is now underway. You have been chosen by this applicant to provide a reference.

Name of applicant: _____ has has not waived his/her right of access to the form attached. His/her signature is on file in the Student Life Office.

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Leadership

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Breaks confidence				Trustworthy	<input type="checkbox"/>
Needs to be motivated				Takes initiative	<input type="checkbox"/>
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(over)

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Community Advisor Reference Form

EMU Faculty or Staff

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(over)

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