Amherst College  
Office of Residential Life  
Community Advisor Position Agreement

Terms and conditions of the position for the 2022-2023 academic year.

The goal of the Residential Life program is to ensure safe and secure housing in an inclusive community that supports students’ overall success. The Community Advisor is a crucial link between the College and the student community. Key provisions of the role include: peer advice, conflict resolution, thoughtful referrals, and meaningful interventions in order to reinforce policies, procedures, and healthy engagement as outlined by the Office of Residential Life and the Office of Student Affairs.

Term
The length of employment begins on (August 17, 2022) for mandatory training. Employment will pause on (December 17, 2022 at noon), and resume on (January 25, 2023) for CA retreat, and conclude at noon on Saturday, (May 19, 2023), so long as the Community Advisor fulfills all requirements and responsibilities as outlined in this agreement and those outlined by the Office of Residential Life. CAs with approved accommodations for housing should provide release to both Accessibility Services and Residential Life for placement.

The CA position is a full year commitment, therefore, CAs must be available for employment for two semesters upon initial hiring. CAs who experience an extenuating circumstance which requires them to step away from the position must reapply to return to the staff. Rehire is not guaranteed.

Room
Community Advisors are required to live in the residence hall room assigned to them.

Community Advisor placements may take place prior to general housing selection. After a CA accepts the position, the CA will be assigned to a single-occupancy room that serves the local resident community and reflects the necessary components for CAs’ success.

Remuneration
The Community Advisor base stipend for a new CA is $5000.00 for the annual period, paid out in bi-weekly installments each semester and reflected in Workday as activity pay. Mid-year hires are paid a prorated amount based on the date of hire. The following schedule describes how the base stipend is augmented through seniority and/or by assignment to the First-Year Quad:

- Third-year CA (4 or more semesters of completed service) $6,000.00 stipend for the annual period
Second-year CA (2 or more semesters of completed service) $5,500.00 stipend for the annual period
New CA - $5,000.00 stipend for the annual period
First-Year Quad-Assigned CA - will receive an additional $1,000.00 stipend for the annual period (added to the respective base stipend above)

Requirements/Qualifications
The following are requirements for Community Advisors:

- Candidates may not be on academic and/or disciplinary probation at the time of application or hire.
- Secure plan to be available to fulfill responsibilities for the duration of the tenure described in this agreement.
- Must maintain and abide by both the College’s academic and community standards.
  - Expected to remain familiar with, and adhere to, all regulations regarding the Student Code of Conduct and policies on alcohol and other drugs on campus. Community Advisors are held to a higher standard and all policies in the Student Code of Conduct apply. CAs may not:
    - Participate in the SHEP (Student-Hosted Events with Alcohol Policy), unless specifically planning events without alcohol. We encourage CAs to hold space in the halls for community engagement.
    - Participate in drinking games
    - CAs who are 21 years of age or older, may keep and responsibly consume alcohol in their assigned residence hall bedroom on the First-Year Quad, or in the room of another student who is also of legal drinking age.
    - CAs of legal drinking age may not leave alcohol unsupervised in any way, nor may they provide alcohol to minors.
    - CAs of legal drinking age may not be under the influence while on-duty, conducting walkthroughs, or otherwise acting in their official role. Cannabis is prohibited on our campus, despite being permitted under certain circumstances in the Commonwealth of Massachusetts. The federal Drug-Free Schools and Communities Act disallows cannabis of any quantity to be kept or used at Amherst College.
    - Participate in illegal substance use. This is unlawful and also violates the Student Code of Conduct. Any CA found under the influence of any illegal substance will be removed from their position.

Supervision
Community Advisors are supervised by a Community Development Coordinator (CDC). All student staff will have routine weekly staff meetings on Wednesday nights and weekly or bi-weekly 1:1s with their CDC.

Leadership
Community Advisors are expected to be positive role models and leaders within the Amherst College community. CAs are expected to:
• Lead by example and represent the Office of Residential Life, Student Affairs, and the College.
• Adhere to the most up to date Student Code of Conduct.
• Refrain from sharing information about residents with other CAs or persons without the explicit direction to do so by a professional Residential Life staff member.
• Communicate with their CDC or AD regarding any concerns or questions regarding their role.

Administrative Responsibilities
• Community Advisors may create opportunities for active engagement, communication, and community building by utilizing email, Zoom, GroupMe, etc.
• Maintain educational and informative postings throughout the residence halls in approved locations. Post posters and notices (and remove them when obsolete) as required by their CDC or AD, as well as forward email communications out as needed. Passive education includes health related materials.
• Create/assist with door decorations when needed.
• Serve as referral agents for important resources that students will need to be successful (e.g. Resource Centers, Case Management, Class Deans).
• Conduct check-ins with residents as requested by your CDC/OSA team member.

Walkthroughs
Walkthroughs provide spontaneous/impromptu engagement; creates opportunity for face-time, consistent review of the structures within the hall which may require follow-up, and invites residents to ask questions or share needs for support. CAs may assist with noise concerns, learn about themes within the hall, and engage in spontaneous conversation which fosters community.

Each CA will conduct a minimum of one walk-through each night (in their own residence hall) Wednesday - Sunday, between the hours of 9:00 p.m. - 12:00 a.m.
• A detailed CA log entry must be completed following each walkthrough.
• Halls with more than one CA:
  ○ Each CA is expected to complete a walkthrough Wednesday - Sunday, between the hours of 9:00 p.m. - 12:00 a.m.
  ○ Staff should plan regular check-in’s to ensure walkthroughs are staggered.

Opening/Closing
Fall semester:
• During opening in August, CAs will be called upon to assist with welcoming our new students. All CAs are required to assist with new student move-in.
• CAs on the First-Year Quad will assist New Student Programs during orientation and partner with OLs with programming as needed.
• CAs assist campus officials with any on-campus emergencies or other extraordinary circumstances that affect the well-being of residents.
• CAs will assist with walking rooms being vacated for the spring semester in December.
• CAs will facilitate study break programming during finals in both fall and spring semesters.
• CAs will continue to provide care and support for their communities.

**Spring semester:**
• CAs are asked to stay until residence halls close at 12 noon on May 19, 2023.
• CAs assist campus officials with any on-campus emergencies or other extraordinary circumstances that affect the well-being of residents.
• CAs will assist with walking rooms being vacated for the summer in May.
• CA will facilitate study break programming
• CAs will continue to provide care and support for their communities.

**Training**
CA Training will be in-person, virtual, or a hybrid experience in order to maximize learning and access to the various offices and community partners.

We aim for fall training to be a robust experience to provide CAs with the technique and knowledge needed to address and manage your day-to-day responsibilities, new needs may emerge and CAs will need ongoing support and coaching. CAs will be invited to share feedback/ideas for training development. We encourage student staff to utilize one to one time with CDCs and staff development time to make your needs known to your supervisor. We will also look for opportunities to provide on-going skill building opportunities.

CAs are to arrive in-person (no earlier than two weeks ahead of the semester for Fall 2022). The date of arrival will be shared by the Office of Residential Life.

**Programming/Floor Meetings**
CAs must facilitate a total of at least four (4) core opportunities to meet/engage with their floor(s) per semester and two (2) hall meetings. Depending on the specific needs of individual communities, more than four opportunities are sometimes necessary. Specific expectations are to be evaluated on an ongoing basis with CDCs. Each residence hall must come together at least once (1) per semester to share all-hall community expectations.

Two (2) programs each semester must cover these areas: one being focused on community well-being and the other focused on positive conversations, forming new connections, & building skills across differences. Our office is committed to creating an inclusive community. As members of residential life, Community Advisors help to foster inclusion by creating programs that directly address relevant issues. We encourage our student staff to utilize discussion, movies and bring in community partners as our experts to assist with facilitating education in residence as well as the Center for Restorative Practices, Student Health Educators, Peer Advocates, ACEMS, etc.

Two (2) floor meetings each semester in an effort to build relationships between residents, share resources, important happenings in the hall and foster social skill development. These meetings are opportunities for ongoing dialogue. In addition to agenda items, each meeting must have a theme/topic for intentional discussion.
• Community Agreements: The first floor meeting must facilitate these agreements,
• In the spring semester, first-year CAs must have two floor meetings in February. Topics
should center on adjustment, community, and academics.

- Programming should be focused/concentrated on campus
- CA programs may not include alcohol

Two all-hall meetings (one per semester) can coincide with each CAs for floor meeting. These all-hall meetings should anchor floor conversations. All-hall meetings will highlight the connection between all floors, encourage inter-floor engagement and belonging and collective understanding for what it means to have 24 hours of courtesy.

Meetings

- Every Wednesday evening Staff Meetings from 7:30 - 9:00 p.m.
  - Staff Meetings: All CAs are required to attend a weekly staff meeting with their area and CDC. These weekly meetings are opportunities to share information, plan for upcoming events, and to cover important topics.
  - ORL office communication: Residential Life leadership will visit with each area staff a minimum of one time per semester to discuss CA experiences, hall themes and pressing concerns/topics.
- Two All-Staff Meeting dates per semester from 7:00 - 9:00 p.m. (Dates TBD)
- CAs should attend discussions and meetings called by Residential Life staff. CAs must inform their supervisor of their inability to participate in any meeting or event with at least 24 hours’ notice when possible.
- CAs are required to participate in the planning, marketing, setup, and breakdown of each campus-wide event the Office of Residential Life facilitates (when applicable).
- CAs in the first-year area must promote New Student Events and attend a minimum of two in the fall semester.
- Initiate one-to-one meetings with students the CA doesn’t know well. This includes resident check-ins as requested by a CDC, AD, Director, or Dean.

Evaluation(s)

Once per semester, each Community Advisor will experience an evaluation process. This process includes a self evaluation, an evaluation by their residents and an evaluation from their supervising Community Development Coordinator. CAs are welcome to evaluate/share feedback with their supervising Community Development Coordinator. All forms of official feedback will be considered in the CA’s re-application process. CAs are required to reapply each year.

Universal Card Access

CAs will retain universal card access despite any future adjustments. In that case, universal card access should be used for official residential life purposes and to access CDC offices.

Conduct

Community Advisors must work collaboratively with their fellow student staff and other campus groups and offices. It is crucial to their role as campus leaders that they be easily approachable and available to their residents. Our student staff must also commit to:

- Abiding by, modeling, communicating, and facilitating compliance with, the norms of community living and all Amherst College policies.
• Ensuring that policies and procedures are followed concerning health and fire safety regulations and security of the residences.
• Fostering a community environment that is safe and comfortable for all, as a leader who stands out among their peers.
• Striving to uphold the Student Code of Conduct by maintaining a clear conduct record throughout the duration of their student staff role to remain in the position.
• **Staff may be removed from their position at the discretion of the Director of Residential Life, regardless of the outcome of a conduct process, if it’s determined that the CA exhibited behavior that compromises their ability to perform their duties and / or misused their power or influence.**

**Reporting Responsibilities**

I understand that I am a mandatory reporter and that I must report any information related to sexual misconduct of which I become aware to a member of the Title IX Team under the Amherst College Title IX Policy. I also understand that I must report any emergencies, violent behavior, hate crimes, bias incidents, and/or whether students may be a harm to themselves or others immediately as a designee of the Office of Residential Life.

• Submit all required reports in a timely manner including but not limited to Care Reports, Community Standards Reports, Identity-Based Harm Incident Reports, and Sexual Misconduct Reports.

CAs should take a harm reduction/educational approach to address Student Code of Conduct and COVID violations (if applicable) in the residence halls. CAs must intervene when presented with or one learns of violations of policy and guidelines in the halls. As champions for healthy and responsible behaviors, CAs should use their on-duty log to keep record of interventions. Persistent concerns should be referred to their supervising CDC who will also attempt change through conversation. If unsuccessful, the CDC will follow-up/elevate to official reporting protocols.

**Warning(s), Probation, and Termination**

Supervisors will use the following three stages for instances of unsatisfactory work performance which does not merit immediate removal. These include but are not limited to:

• Unexcused absences, tardiness, etc.
• Ineffective work performance after training and instruction.
• Inappropriate, unprofessional or uncooperative behavior.

All three stages will be communicated verbally in a meeting, and will then be followed by a written statement. The three stages consist of:

1. A verbal warning is issued.
2. A written warning is issued, and a probationary period is established.
3. The student is removed from position or reinstated after the probationary period. If work improves during the probationary period and the student is reinstated, but then the work deteriorates again, a student may be immediately removed from the position.
In addition to the above, Community Advisors will be expected to fulfill all reasonable requests outlined by their supervising Community Development Coordinator or Assistant Director.

I understand that this leadership position takes priority over all other commitments except for academic requirements. I understand that I must maintain good academic standing throughout my position’s tenure. Academic standing is confirmed through consultation with Class Deans.

I understand that the Office of Residential Life reserves the right to remove me from my position for failure to meet the responsibilities of the position or the commitments it requires. I understand that the Office of Residential Life has a progressive warning, probation, and removal process that will be implemented when appropriate. I further understand that I will be subject to immediate removal, regardless of the progressive correction process, for demonstrated behaviors that are judged by the supervising Community Development Coordinator and Director as egregious departures from this agreement, from the Student Code of Conduct, or from local, state, or federal law. Evaluations will be conducted to assist CAs in better understanding their position and their performance fulfilling stated responsibilities.

By signing below, I accept this position and agree to all the terms of my placement in this position. I have read and now agree to the terms and conditions of the Community Advisor Position Agreement stated above.

Printed Name of Community Advisor

Signature, Community Advisor

Signature, Community Development Coordinator

Signature, Director of Residential Life

Date