

Community Advisor Position

2023-2024

Department: Residential Engagement & Wellbeing
Reports to: Community Development Coordinator
Division: Student Affairs
Dates: August 2023- May 2024

Terms and conditions of the position for the 2023-2024 academic year.

Position Summary:

Working as part of the Residential Engagement & Wellbeing Team, the Community Advisor (CA) will join a multidisciplinary team to build on and advance the connection of students to their environment and to each other.

The CA works in partnership with other members of the Residential Engagement & Wellbeing Team to foster inclusive and just communities that support students' personal growth and development. The CA contributes to and helps to create a residential experience that centers wellbeing, creates social connection, reduces harm and provides a bridge for students who need resources and support. Utilizing skills in mediation, resource and referral, active listening, crisis management, bystander intervention, program planning, and policy enforcement, the CA actively contributes to a positive campus climate and works to build skills in students to help shape and improve culture.

The goal of the Residential Engagement & Wellbeing program is to ensure safe and secure housing in an inclusive community that supports students' overall success both in and outside the classroom. The CA is a representative of the College and a representative of student issues and concerns in the halls and in the greater Amherst community.

Term of Employment:

The appointment is for one full academic year (consecutive fall and spring semesters). The agreement includes a week-long mandatory training before the start of orientation in the fall and a three-day training before the start of classes in the spring. All student staff are required to be on campus and to fully participate in the entire training before each semester. CAs are expected to stay on campus until the halls close for November Break, December Break, March Break and at the end of the academic year in May. CAs are hired for one academic year and must reapply for a position in the Fall 2024 or next eligible fall semester..

Required Qualifications:

- Be in good academic standing throughout employment.
- Achieved second-year status or have completed the equivalent of two semesters of academic work.
- Be in good standing with the college, this means that a student may not be on academic or disciplinary probation, deferred housing removal, or any other active sanction from the College.
- Must be available to fulfill responsibilities for the duration of the tenure described in this agreement.
- Must be available for the entirety of training for fall and spring semesters.

Primary Duties and Responsibilities:

- Act as a positive role model and leader within the Amherst College community.
 - Lead by example and positively represent the Residential Engagement & Wellbeing Team, Student Affairs, and the College.
 - Adhere to the *Student Code of Conduct*.
 - Remain familiar with, and adhere to, all regulations regarding the *Student Code of Conduct*, state and federal laws regarding alcohol and other drugs on campus. **CAs may not:**
 - Host SHEP events that violate College policies, including, but not limited to, providing alcohol, or failing to reserve space. We encourage CAs to hold space in the halls for community engagement.
 - Participate in drinking games or other high risk, rapid consumption activities.
 - CAs who are 21 years of age or older may keep and responsibly consume alcohol in their assigned residence hall bedroom 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 may not be under the influence while on-duty, conducting walk-throughs, or otherwise acting in their official role. Cannabis is prohibited on our campus by federal law, 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.
 - Any CA found under the influence of or in possession of any illegal substance will be summarily removed from their position.
 - Refrain from sharing personal/sensitive/confidential information about residents with other CAs or persons without the explicit direction to do so by a professional staff member.
 - Communicate with your CDC or AD regarding any concerns or questions

regarding the role.

- Complete administrative tasks assigned in a timely manner with attention to detail.
 - Create and maintain informational and community building bulletin boards in lobbies and hall/corridor areas in partnership with other student leaders. Hang posters and notices and remove/replace them when outdated or damaged, as required by the supervisor.
 - Share timely communication with residents via emails and posts in GroupMe or other web tools as required.
 - Create/assist with door decorations at the beginning of each semester and/or when a new resident moves in.
 - Provide referrals to important and relevant resources that students may need to meet their emotional, academic, or other need (e.g. Resource Centers, Case Management, Class Deans).
 - Conduct check-ins with residents as requested by your CDC/SA team member.
 - Participate in 1:1s with supervisor at least twice per month.
- Conduct regular assessments of the residence hall and engage with residents
 - Conduct a walk-through of the building once every night (in assigned residence hall) Wednesday - Sunday, between the hours of 7:30 p.m. - 12:00 a.m.
 - Complete walk-through log with information that will be helpful to your supervisor.
 - Enforce policy as appropriate; engage in educational conversations. Document policy violations via the *Community Standards Report*.
 - Engage with residents: answer questions, engage in conversation, provide referrals, facilitate productive interactions.
 - Review the structure, safety, and condition within the hall which may require follow-up with CDC or filling out a service request.
 - Assist with noise concerns
 - Post informational flyers and other relevant information
 - If there is more than one staff member in a residence hall, CAs are expected to communicate to stagger walk-throughs.
 - Initiate one-to-one meetings with students the CA doesn't know well.
- Assist with opening and closing operations at beginning and end of semesters as well as breaks.
 - Welcome new students by assisting with new student/returning student move-in. Complete assigned shifts and tasks as directed by members of Community Living and Student Affairs leadership.
 - Assist and staff assigned programs during Orientation. Partner with OLs with programming as needed.

- Assist campus officials with any on-campus emergencies or other extraordinary circumstances that affect the wellbeing of residents.
 - With other members of Community Living, conduct health and safety inspections at closings as needed, conduct room checks for vacancies at the end of each semester.
 - Remain in residence until the day after the College closes for the end of semester.
 - Assist with room inspections and room condition reports at the beginning of semesters.
- **Conduct** information hall/floor meetings twice per semester, and as needed in extenuating circumstances.
 - Facilitate a meeting at the beginning of each semester with residents of the hall/area to share community expectations, answer questions and share safety information.
 - Utilize skills to build community between and with residents; foster skill development and provide opportunities for dialogue.
 - Meetings will cover assigned agenda items and feature a theme/topic for intentional discussion.
 - Explain and build skills to facilitate the creation of community agreements for the floor/hall. These agreements will be shared with the community in a follow-up email and posted in the community.
 - The first meeting of the semester will include skill-building and explanation for creating roommate agreements.
 - First-year Quad CAs will conduct two additional meetings each semester to include conversations about adjustment, community, and academics. Meetings should be held in the first month of the semester.
 - Conduct an informational floor/hall meeting before the end of classes to discuss responsibilities for closing with residents.
- **Conduct, host, and/or facilitate** programming that centers wellbeing, belonging, and community in the hall.
 - Host or plan three programs or opportunities for engagement each semester.
 - One of the three programs each semester may be held outside the residence hall and could include attending a campus or off campus event or activity.
 - Conduct programming that represents at least two areas of wellbeing each semester. The **eight dimensions of wellbeing** include: emotional, physical, occupational, social, spiritual, intellectual, environmental, and financial. Each program should highlight a different area of wellbeing.
 - Programming must follow the guidelines and parameters of the Residential Engagement & Wellbeing CA programming model.
 - Partnership with campus offices such as the Center for Restorative Practices, the Peer Advocates, the Student Health Educators, and ACEMS are

- encouraged. All programs that occur in the halls count as a program.
- College funds must be used responsibly
 - Programs may not include alcohol
 - One of the three programs should occur during finals week
 - Participate in the planning, marketing, setup, and/or breakdown of at least one Residential Engagement & Wellbeing campus-wide or area-wide event (when applicable).
 - First-year CAs must promote New Student Events and attend a minimum of two programs/events with their residents during the fall semester.
- **Attend and fully participate** in meetings and training as scheduled.
 - Attend weekly staff meetings with CDC from 7:30-9:00 pm on Wednesdays, two meetings per semester will be all-staff meetings and will occur from 7:00-9:00 pm
 - Residential Engagement & Wellbeing leadership will visit each area staff a minimum of one meeting per semester to discuss concerns, the CA experience, and ideas for improvement of halls or systems.
 - Attend all discussions and meetings called by Residential Engagement & Wellbeing staff.
 - Inform supervisor of inability to participate in any meeting or event with at least 24 hours' notice when possible.
 - Attend and actively participate in the full training held at the beginning of each semester
 - Actively work to improve skills and seek ongoing support and coaching as needed
 - Complete session evaluations honestly and completely

Note: CAs are to arrive in-person (no earlier than two weeks ahead of the semester for fall semester). The date of arrival will be shared by the Residential Engagement & Wellbeing Team as soon as the academic calendar is finalized.

Expected Behavior while a CA:

Throughout their employment CAs must:

- Act in accordance with all College policies and behave in a manner that supports the mission and values of Student Affairs
- Work collaboratively with their fellow student staff and other campus groups and offices.

Housing:

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

- Community Advisor placements take place prior to general housing selection.
- After a CA accepts their offered position, the CA will be assigned to a single-occupancy room that serves the local community and reflects the necessary components for the CA's success.
- CAs with registered housing accommodations at the time of CA placements will be offered a placement that meets their approved accommodation from Accessibility Service. Accommodations approved after placements are shared will be adjusted as vacancies become available.

Remuneration:

Community Advisors are remunerated via a stipend for the academic year. The stipend is disbursed 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:

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

Reporting Responsibilities:

CAs are mandatory reporters and must report any information related to sexual misconduct to a member of the Civil Rights and Title IX Office under the Amherst College Title IX Policy. CAs must also report any emergencies, violent behavior, hate crimes, bias incidents, and/or whether students may be a harm to themselves or others immediately. CAs are required to report instances of conduct violations of which they become aware, whether through direct observation or second-hand information.

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* violations in the residence halls. CAs must intervene when presented with or learn of violations of policy and guidelines in the halls.

CA Accountability Process:

Staff may be removed from their position at the discretion of the Director of Residential Engagement & Wellbeing, regardless of the outcome of any College conduct process, if it's determined that the CA exhibited behavior that compromises their ability to perform their duties and / or misuses their power or influence.

Supervisors will use the following four 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 four stages will be communicated verbally in a meeting and will then be followed by a written summary. The four stages are:

1. A verbal warning is issued.
2. A written warning is issued, and at the discretion of the Residential Engagement & Wellbeing Team leader or their designee a probationary period may be added.
3. A written warning is issued and a probationary period is established.
4. A. If performance during the probationary period is satisfactory, The CA will be removed from their probationary status
B. If performance during the probationary period does not improve the CA will be removed from their position.

Notes: If a CA who was removed from a previous probationary status exhibits poor performance again, it will be at the discretion of the Director of Residential Engagement & Wellbeing or their designee to initiate a new probationary period or to immediately remove the CA from their position.

Whenever a CA is removed from their position, decisions related to the location of the former CA's ongoing campus residency and the timeline for the former CA to relocate there will rest solely with the Director of Residential Engagement & Wellbeing or their designee.

In addition to the above, Community Advisors will be expected to fulfill all reasonable requests outlined by their supervising Community Development Coordinator or any College professional employee.

CA Agreement:

I understand that this leadership position **takes priority over all other non-academic commitments**. I understand that I must maintain a good standing. Academic standing is

confirmed through consultation with Class Deans.

I understand that the Residential Engagement & Wellbeing Team 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 Residential Engagement & Wellbeing Team 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 determined by the Director of Residential Engagement & Wellbeing or their designee as egregious departures from this agreement, from the *Student Code of Conduct*, or from local, state, or federal law.

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

Date

Signature
Community Advisor

Signature
Community Development Coordinator

Date

Signature
Director of the Residential Engagement & Wellbeing Team

Date