Community Advisor APPLICATION INFORMATION

1. Complete the online application form, including the short answer essays.

2. Have two reference forms completed by adult professionals. Examples include a faculty member, an advisor, an employer, someone who knows you from a leadership experience, a pastor, a coach.

3. Applicants are required to submit a resume with this application. Upload a pdf file of the resume while completing the online application.

ALL MATERIALS MUST BE COMPLETED AND RETURNED TO THE STUDENT LIFE OFFICE NO LATER THAN 4PM, FRIDAY, March 18, 2016.

Files will be kept for twelve months from the time of receipt. You must re-apply after that time if you are still interested and wish to maintain an active application file. Please contact the Residence Life Department in writing if you wish to withdraw your application.
Congratulations!

You are applying for a position that will change you. The Community Advisor fills a unique role that few students get the chance to experience. Community Advisors are both teachers and leaders. No other group of students receives the training, assistance and attention you receive as a Community Advisor. It is an opportunity to grow, learn and develop leadership skills you can take with you in the “real world.”

The foundation of our residence life program is the Community Advisor. These student-staff members fulfill a most difficult assignment—supervising and assisting an entire floor of undergraduate students. The daily contact a Community Advisor has with students make it possible for the Community Advisor to have a significant impact on the development of these students. The Community Advisor position is a great opportunity to grow and develop beyond what can be learned in the classroom. This position gives you a place to learn and implement the people skills you will need to be a successful leader.

In return, you will need to be able to confront and deal with the everyday realities of residence life. It is a 24-hour a day responsibility that involves not just keeping order and submitting work orders, but becoming deeply involved in shaping the lives of students.

You will benefit greatly from this experience. If at any time you have questions or concerns regarding this process, please feel free to contact the Residence Life Office at (651) 361-3423.

Sincerely,
Staff Selection Committee
Residence Life Department
What A Community Advisor Can Expect From Residence Life

1. The compensation is a single room, cash stipend paid through payroll, and meal plan credit.
2. The Community Advisor position provides knowledge, skills, training and support for professional and personal goals.
3. The supervising Hall Coordinators provide individualized support.
4. Periodic evaluations and constructive feedback of job performance are provided.
5. Continuous exposure to new topics, trends and experiences in college life will be provided.
6. References may be provided for future positions upon successful fulfillment of the Resident Assistant position.

What The Residence Life Department Expects From Community Advisors

1. Community Advisors must be enrolled at MSCM for a minimum of 6 semester credits and no more than 18 semester credits without the approval of a Residence Hall Coordinator.
2. Community Advisors must maintain a cumulative GPA of at least 2.50.
3. Community Advisors must understand and abide by College and residence hall rules and regulations.
4. Community Advisors must return prior to residence hall openings and remain in the building through hall closings, according to guidelines established by the department.
5. Community Advisors may be out of town on weekends they are not on duty, with prior approval from their supervisor. However, no more than half of the staff may be gone on any one weekend without approval. Community Advisors may be out of town up to two weekends per month.
6. Community Advisors are required to be on campus during the first weekend after classes begin each semester, the last weekend before final exams, and remain on campus during final exam week, according to guidelines given by the department.
7. Fall Community Advisor training generally occurs seven to ten days prior to the hall opening for fall semester. Spring Community Advisor training generally occurs the week prior to the start of spring classes. Training is MANDATORY, so plans should be made to accommodate the schedule. You will be notified of exact dates upon being hired.
COMMITMENTS OF A COMMUNITY ADVISOR

1. Community Advisors are expected to manage their time in such a manner that their three top priorities remain themselves, their academic load, and the Community Advisor position.

2. All outside work arrangements and major extracurricular activities within the College or community must be approved by a Hall Coordinator prior to accepting the commitment. Community Advisors are generally permitted to commit themselves to no more than 10 hours per week outside the Community Advisor position.

3. Any combination of extracurricular and social activities, work and classes, which will take a Community Advisor out of the hall and limit the Community Advisor’s availability to residents will be reviewed by the supervisor.

4. Internships are permitted only during spring semester with the approval of a Residence Hall Coordinator. Internship obligations are not permitted to conflict with the time constraint listed above.

5. The Community Advisor position entails a commitment for the FULL ACADEMIC YEAR.

As a Community Advisor, people will look to you for leadership and assistance on a personal and academic basis. Accept this position in good faith, be an effective staff member and maintain a professional attitude and manner while serving as a College employee and representative. The Residence Life Department has certain expectations that must be fulfilled in order to remain in the position for the academic year. Failure to meet any of these requirements may result in termination as a Community Advisor.

The Community Advisor job is one that is very demanding, but also extremely rewarding. You can’t place a value on the experience you will gain. The people you meet and the skills you gain will be invaluable to you for the rest of your life. Good Luck!

McNally Smith College of Music is an equal opportunity educator and employer.
Residence Life Department
Community Advisor Reference Form

It is recommended that people who are familiar with your work habits, abilities, and character [such as employers, faculty, and Residence Life staff members (including current RAs)] complete this reference on your behalf. You are responsible for returning two completed reference forms, in sealed signed envelopes, to the Residence Life Office in the residence hall or the Student Life Office on campus by Wednesday, December 3, 2014.

This Section To Be Completed By Applicant

Applicant's Name: ____________________________________________

Last  __________________  First  __________________  Middle Initial

I have requested ____________________________ complete this reference for my candidacy as a Community Advisor.

Printed Name of Reference Writer

Check One:

☐ I retain my right of access to this reference.

☐ I waive my right of access to this reference.

Applicant's Signature: ____________________________________________ Date: __________________

This Section To Be Completed By Reference Writer

The above named person is applying for a position as a Community Advisor at McNally Smith College of Music. Please make an honest judgment of the qualities this applicant possesses for effective work in this position. In completing your reference, consider the job description included below. Thank you for your time and assistance.

The main focus of a Community Advisor (CA) position is interaction with students and development of a community within a residence hall or living area. A CA is expected to assist individuals who have academic, social, or emotional concerns; help foster an environment that is conducive to academic, personal, and social development; facilitate discussion among students; handle conflict and crisis situations; and complete administrative tasks.

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| (Willingness to contribute, positive mental outlook) |                          |             |                  |               |     |
| Comments:       |                            |             |                  |               |     |

What strengths of this applicant qualify them for the Community Advisor position?

What factors might limit this applicant's performance as a Community Advisor?

Please give your candid recommendation of this applicant as a potential Community Advisor:

- [ ] Highly Recommend
- [ ] Recommend With Reservations
- [ ] Recommend
- [ ] Do Not Recommend

How long have you known the applicant? _______Years _______ Months

What is your relationship to the applicant? ________________________________

Printed Name: __________________________ Phone: ________________

Address: ________________________________

Signature: __________________________ Date: ________________

Enclose this reference form in a sealed envelope with your signature across the seal and return it to the applicant.
Residence Life Department
Community Advisor Reference Form

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Last  First  Middle Initial

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Printed Name of Reference Writer

Under the provisions of the Family and Educational Rights and Privacy Act of 1975:

Check One:

![ ] I retain my right of access to this reference.

![ ] I waive my right of access to this reference.

I understand this decision will not affect my candidacy.

Applicant’s Signature:__________________________ Date:

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