

Community Advisor Internship Description

***Azusa Pacific University
Office of Residence Life***

The Community Advisor Internship has been designed to provide a living and learning experience for the student who desires to grow in a unique manner. The CA Experience offers students a hands-on program that combines the aspects of both intensive training and practical experience in the areas of interpersonal relating, counseling referral, confrontation, personal development, programming, and administrative responsibilities. The Community Advisor serves as a representative of the University and is therefore expected to practice the utmost in Christian commitment, character, and integrity with residents, faculty, staff, administration, and the outside community.

While the CA Experience is primarily an educational experience, it is also a student leadership position with certain expectations and requirements. The following sections describe the expectations and requirements of the position. Students who are chosen for the CA Experience, and who accept this responsibility are expected to commit wholeheartedly in each of these areas.

Responsibilities and Commitments

Each Community Advisor is assigned to a position within one of the University's Residence Halls where she/he will live and be generally responsible to assist the Residence Director with the day to day operation of the residence hall. The CA will help with the development and implementation of social and educational programs within the living area, as well as assisting with building community among the residents and staff. The CA is regularly mentored by the Residence Director of that area. Each living area is different and, therefore, each experience will vary accordingly. Nonetheless, the responsibilities and expectations as specified in this document are required of each Community Advisor.

Qualifications

Each CA will maintain a GPA of at least 2.5 and must remain in good standing with the University regarding academic, social, and financial obligations. Failure to maintain these expectations may result in probation or dismissal from the program. Participants are also required to have served as a Resident Advisor for at least one year before applying. Attendance at all Residence Life Leadership Series meetings is required of all CA's who are selected.

Specifics of Contract and Outside Commitments

All those accepted will be issued a contract of appointment to participate in the RA Experience program for the 2004-2005 school year. Compensation will take effect August 6, 2004 and run through the end of school in May 2005. This will include a housing credit (utilities in apartments included) and the equivalent of a 10/7 meal plan according to your living area assignment. RA's assigned to apartments have the option to reject the meal plan, and the remaining balance will then be paid in a biweekly paycheck. The total package is valued at approximately \$5000*, provided all duties are successfully carried out. The experience will allow for a vacation period during Christmas break.

***Pending budget approval for the 2004 – 2005 academic year.**

Because of the time commitment and intensity of this experience, serious consideration of the applicant's other commitments and ability to manage time effectively will be taken. On or off campus employment or volunteer work (not more than 10 hours a week off campus or 15 hours a week on campus) must be approved by the Assistant Director of Residence Life and the Residence Director.

Weekly Breakdown of Responsibilities

Weekly Staff Meeting	2 hours
Weekly LAC Meeting	1 hour
Individual Meeting with RD	1 hour
Living area events	2 – 4 hours
Interacting with Residents	4 – 6 hours
RezLife Family Time	2 hours once a month
On Duty responsibilities	1 – 2 days/week

*These responsibilities are unique in that they may require investments above and beyond the estimated 20 hours per week commitment.

Expectations of the Community Advisor

The Community Advisor is responsible for the following areas and is accountable to the Residence Director and the Director of Residence Life for carrying out related duties not designated by the following description.

Administrative Responsibilities

1. Attend all staff meetings as arranged by the Residence Director.
2. Meet weekly, individually, with Residence Director.
3. Keep Residence Director informed of major plans developing and prepare necessary reports and records, including plans for building community, incident reports, and copies of Living Area Council (LAC) agendas.
4. Promptly carry out assigned managerial functions, including assistance to Housing Services during the check-in/ check-out process, reporting of all physical damage or student concerns to the Residence Director, collecting and dispersing of specific information.
5. Be familiar with the services of various support offices so that referrals can be made when necessary.
6. Assist with public relations by being able to explain living area programs to faculty/ staff, guests, parents and students.
7. Maintain a good liaison relationship with other departments on campus.
8. Assist with the readying of student living areas for resident occupancy.
9. Be available to carry out the above functions, including on-duty hours, living area preparation and availability during Thanksgiving break, Easter break, and commencement weekend for check-out.
10. Support various university events (i.e. homecoming, global vision week, CityLinks, etc.)
11. Develop and implement monthly all-hall social community builders in coordination with the RD, LAC, and RA's.
12. Keep the RA office organized and stocked with supplies and paperwork.
13. Meet bi-monthly with all CA's to plan all-four-hall community builders in an effort to create a relationship among residence halls.
14. Develop and implement homecoming float building in coordination with the RD, LAC, RA's, and Alumni House.
15. Manage the LAC and all-hall social community building budget in coordination with the RD.
16. Other duties as assigned by the RD.

Leadership in the Living Area

1. Assist in orienting students to the living area and to the campus.
2. Model responsible behavior in the living area as well as in the campus community.
3. Know and communicate effectively the Residence Life philosophy.
4. Be aware of the individual goals and abilities of the residents in your living area.
5. Provide opportunities for students to build community relationships.
6. Organize and run LAC in coordination with the RD; this includes LAC elections, training, weekly meetings, leadership development, mentoring and various other responsibilities.
7. Assist the RD with staff development opportunities.

Length of Experience

In order to provide complete development of each RA, the following is required:

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| • Participation in Walkabout Training | March 27, 2004 | 8:00 am - 2:00 pm |
| • Christian College Leadership Conference | April 17, 2004 | 8:30 am - 4:30 pm |
| • Pass The Torch Ceremony | April 22, 2004 | 7:30 pm - 9:00 pm |
| • Early arrival on campus to begin responsibilities | August 6, 2004 | 4:00 pm |
| • Participation in the Walkabout outdoor adventure program | August 9 – August 19, 2004 | |
| • Participation in orientation and training, (which includes morning, afternoon, evening and weekend scheduling), and preparation of living area for check-in | August 19 – September 7, 2004 | |
| • Performance of duties until completion of Fall program | December 18, 2004 | 12:00 pm |
| • Early return from Christmas break in order to participate in Spring training and prepare the living area for check-in | January 5, 2005 | 12:00 pm |
| • Performance of duties until completion of Spring program | May 10, 2005 | 12:00 pm |

*** Students who are unable to keep the above commitments are discouraged from applying**