

## POSITION DESCRIPTION

**Position Title:** Thea Bowman Institute Community Advisor      **Date:** 2023-2024 Academic Year  
**Department:** Residence Life      **Status:** Student Position  
**Reports To:** Assistant Director of Residence Life

### Primary Function

To foster an environment in the residence halls that supports the personal, educational and social development of the residence hall population by promoting an atmosphere for student learning; acting as an advisor/counselor/role model to the residents; serving as a liaison between College administration and residents; and assisting the professional staff in encouraging the general well-being and community living in the halls. This staff member will also maintain the Thea Bowman Institute's goal to help Black women student's develop the emotional intelligence, focus, and energy required for excellence, as well as the trust, compassion and critical thinking for effective leadership.

### Principal Responsibilities

- Assist a wing of residents in creating a community that meets individual needs
  - Provide assistance to students and promote positive interpersonal relationships
  - Develop and promote a sense of community among the residents of the wing/floor
  - Develop and promote the diversity of ideas, social and cultural identity, and the mission of the College
  - Involve residents to contribute to residence hall programs and campus activities
  - Maintain accurate records regarding each resident on the wing/floor
  - Serve as a resource as necessary
  - Schedule **2 weekly floor hours** in order to be clearly and consistently available for residents
- Create a community dedicated to the social and academic needs of student in the Thea Bowman Institute
  - Meet monthly with an assigned staff member working with the Bowman Institute to collaborate on events and community activities
  - Develop themed months to organize programming that complements the Bowman Criteria.
  - Maintain a lens of creativity, cultural and social awareness in completing tasks and programs for the residential community.
  - Research opportunities for community partnership and presence in the community
- Adhere to the program requirements listed in the Community Education Model
  - Collaborate with other student organizations and academic departments to facilitate campus programs (e.g. Super Six, Homecoming, Community Day, events with SAB)
  - Encourage participation in Campus Activities
  - Complete necessary paperwork in a timely fashion (e.g. program planning/evaluation forms)
- Complete Floor/Wing Responsibilities
  - Assist residents in becoming engaged in the community
  - Plan and execute community meetings as needed, including at the opening and closing of each semester.
  - Plan and implement, with resident involvement, community activities/programming
  - Complete inventories of floor lounges before the commencement of each semester
  - Facilitate check-out and room inspection process when residents move off of the wing/floor
  - Complete Health and Safety Checks at Scheduled points in the semester
- Interpret and apply residence hall regulations in a respectful and consistent manner
  - Maintain accurate records regarding policy violations
  - Confront and address situations that go against the Community Standards listed in the Residence Life Handbook.
  - Provide support and direction in emergency situations
  - Support the Desk Staff as needed
  - Complete necessary paperwork regarding Incident Reports in a timely manner
  - Consult with Residence Life professional staff and Campus Safety
- Actively participate in scheduled staff meetings
  - Attend bi-weekly 1:1 meeting with Supervisor

- Attend a Monthly Dish on Dining meeting on the 3<sup>rd</sup> Thursday of each Month.
- **Attend weekly CA staff meetings for 1.5 hours on Friday Afternoons**
- Share necessary information with residents
- Participate in scheduled training two weeks prior to each semester and developmental activities throughout the year
- Take part in scheduled duty nights and weekends
  - Remain in the building from 7:00 pm to 7:00 am on weekdays and Friday at 7:30pm to Sunday 7:00pm on weekends when on duty and be available by cellphone/radio during that period
  - Maintain security in the residence halls by doing rounds throughout the night
  - Accurately communicate concerns through the Duty Log
  - Evidence a high degree of visibility on duty nights to foster a feeling of safety and approachability
  - Provide duty coverage during R-weekend (halls do not close)
  - Split paid duty during Thanksgiving, Winter, Spring, and Easter Break (halls are closed)

### **Qualifications**

- **Must submit a resume with the Application**
- Must be a full-time student at Alverno College.
- Must be in good academic and behavioral standing, as defined by the College, from application through the term of employment.
- Must have lived in a Residence Hall community for at least two semesters or articulate past life experience as it relates to the position to waive this qualification.
- Must have completed one full year with the Thea Bowman Institute

### **General Expectations**

- Move into your campus room and have full participation in all training and operational activities which commence 1-2 weeks prior to the opening of the halls during the fall and spring semesters. Dates are subject to change.
  - **Summer 2022** Training and wing/floor preparation: **Monday, August 15<sup>th</sup>- Friday, August 26<sup>th</sup>**
  - **Spring 2023** Training and wing/floor preparation: **Tuesday, January 17<sup>th</sup> – Friday, January 20<sup>th</sup>**
- Remain on campus until halls are closed for breaks and hall closings to ensure rooms are prepared for break.
  - Remain on campus until 7pm the last day of classes before a break in order to perform health and safety checks and close buildings.
  - Return early for hall openings after break periods to ensure rooms are prepared for opening.
- **Sixteen nights per semester** allowed off campus for overnights.
- Limit of no more than **10 hours per week** of other employment on or off campus while holding this position.
- Limit of no more than **15 hours per week** of other major responsibilities such as student teaching, clinicals, or internship.
- Participate in Community Day in October and Winterfest in December.
- Obey all Wisconsin State Laws regarding alcohol and controlled substances. Any evidence of underage drinking or of controlled substance use by a CA will result in dismissal from the position.

### **Compensation**

- Room: Large single room
- Board: Meal Plan B
- Stipend: \$200 per semester
- Opportunities to earn money by staying in the halls over Thanksgiving, Winter, Spring and Easter Break

Click [HERE](#) to complete your application. Application is Due March 10.