

# STUDENT ADVISOR

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Student Advisors are cornerstone staff in each residence hall. In this part-time position, SAs live alongside the residents in their charge and facilitate support for their personal, social, and academic development. The position requires an SA to build meaningful rapport with each resident in the house so that they can engage residents in learning and make trusted referrals to campus resources.

## **Community Development**

Student Advisors work in a community of 20-60 residents, referred to as a house. SAs engage with the residents in their communities and are expected to be a visible, trusted staff member that residents can turn to for support. Through this engagement, SAs are expected to know their residents by name within the first two weeks of the year and by personal story within the first six weeks. The SA helps the house set community expectations and holds members of the community accountable to those expectations. They build rapport through individual interactions with residents. SAs leverage that rapport to facilitate connections so all are included and feel a part of the community. SAs monitor interpersonal, roommate, and house social dynamics and intervene as needed.

## **Curriculum Implementation**

Residence Life has developed a residential curriculum to articulate what knowledge, experiences, and skills all residents should gain while living on campus. The curriculum covers the educational goals of connection and wellness. Specific content is researched and assembled by professional staff in the department. Student Advisors, in turn, use their creativity and connection to their communities to engage the residents in this content. Some examples of this engagement include creating informative bulletin boards, hosting individual conversations with residents, discussions at regular house meetings and gatherings, use of social media platforms, hosting large-scale events, mobilizing students to attend campus events, and more. Student Advisors also assess implementation of the curriculum through record keeping, personal reflections, and other assessment tools.

## **Direct Resident Support**

Residents may need direct support for personal, social, academic, and facilities concerns. These concerns range from homesickness and burned out lightbulbs to critical and emergency situations like suicidal thoughts and medical matters. Student Advisors serve as informed resource guides. They can help students problem solve low level concerns and make referrals to campus resources that can best serve the student. Student Advisors bring in required staff as needed for more serious concerns to help manage critical and emergency matters as they arise. SAs also play a crucial role in recording what happens via written documentation.

## **Process Support**

A variety of processes each year would not be possible without the work of Student Advisors. This includes, but is not limited to, their work staffing the move-in and move-out processes, guiding students through the Truman Week experience, engaging students in the College Cup

Challenge, assisting with various staff selections, and promoting students living on-campus each year through the Housing Renewal process.

### **Conduct Education and Enforcement**

Both Residence Life policy and the Student Code of Conduct are designed to ensure a positive and safe learning experience on campus for residents. Student Advisors play a key role toward ensuring all residents abide by these guidelines. This includes educating residents on campus policy expectations and tying those in with the house expectations residents create. SAs confront residents when they are not abiding by campus policies, involve appropriate staff as needed, and document those interactions for review by conduct officers.

### **Regularly Scheduled Assignments**

Student Advisors do much of their work in unscheduled efforts with residents in their houses. There are a number of regularly scheduled meetings that SAs are expected to attend. Those include a weekly staff meeting (90 minutes), weekly one-on-one supervision meetings (30 minutes), and campus wide committee meetings (60 minutes). Curriculum implementation also has regular time commitments such as individual conversations with residents and developing content delivery. SAs must also be available for other duties as assigned.

### **Presence, Visibility, and Time Off**

To ensure Student Advisors are available to engage with residents and assist them with critical matters, SAs are expected to be visible and available to residents in the residence hall. Student Advisors receive 20 nights off that may be used with approval from the supervisor. A night off is defined as any time out of the residence hall past 3:00 AM. Up to 12 nights off may be used in a semester. While weekend nights away do count towards the time off total, nights away during University breaks do not. This plan ensures presence and visibility of the SA while still permitting them time away from the role regularly.

### **On-Duty Responsibilities**

SAs serve on-call 3-6 nights per month during which time they stay in the residence hall, respond to situations, and complete regular rounds of the facility to engage with residents. SAs on-call carry the on-call cell phone and respond to residents calling for assistance.

Duty Sunday-Thursday begins at 5:00 PM and lasts until 8:00 AM the following morning. On Friday and Saturday nights, duty coverage is from 5:00 PM one day until 5:00 PM the following day. While on call, staff must be on-campus. Beginning at 7:00 PM, staff must stay within the residence hall.

During break duty, SAs serve all day. They are permitted to leave campus to be within the city limits of Kirksville from 8:00 AM to 5:00 PM and on campus 5:00 PM to 10:30 PM before being restricted to the residence halls 10:30 PM to 8:00 AM. Specific instructions about break coverage vary from break to break and are sent out several weeks in advance. All SAs will participate in a rotation to cover duty in their residence halls during breaks.

## Supervision

Student Advisors are supervised directly by the Hall Director in their residence hall. SAs receive additional direction from their Community Coordinator.

## Period of Employment and Hours Rating

Normally, the Student Advisor position is a nine-month appointment beginning with training in August and ending with closing in May. Staff dates can be found at the end of this document. The Student Advisor job is rated by the university at 20 hours per week. University policy prohibits any additional on-campus employment beyond 20 hours per week. Off-campus employment while serving as a Student Advisor is something that should be discussed with the hall director. In the event that this job description conflicts with the Student Advisor Working Agreement, the Student Advisor Working Agreement will prevail.

## Qualifications

A Student Advisor must be a student enrolled at the university. They must have a 2.75 overall grade point average, have lived on campus at the university for at least one semester by the time of employment, and be able to serve the entire academic year. Student Advisors must be able to successfully complete a background check, complete their job application, attend all interview components, be able to attend all days of training, and be at all days of opening, closing, and Truman Week.

## Remuneration

Student Advisors receive full room and board compensation. SAs appointed for August through May receive a room award of \$3,285/semester. SA board compensation is a 15 meal per week meal plan valued at \$1,625/semester.

Break duty over week-long breaks also includes a daily stipend of \$25 and a meal advance to cover meal expenses. Stipends for coverage on Thanksgiving Day, December 24, December 25, December 31, and the Sunday of Spring Term Break is \$45.

<b>Staffing Dates</b>	
SA Move-In	As early as Friday, 7/31/20
SA Training	Monday, 8/3/20 - Tuesday, 8/11/20
Truman Week	Wednesday, 8/12/20 - Sunday, 8/16/20
Released for Thanksgiving Break	Friday, 11/20/20
Released for Winter Break	Sunday, 12/13/20
SA Training	Thursday, 1/7/21 - Saturday, 1/9/21
Released for Spring Break	Friday, 3/5/21
Released for Summer	Sunday, 5/9/21
SA Must Checkout Date	Tuesday, 5/11/21

<b>Break Duty Nights Covered by Student Staff (each SA takes 1-2)</b>	
Labor Day Weekend	Friday, 9/4/20 - Monday, 9/7/20
Fall Midterm Break	Wednesday, 10/14/20 - Sunday, 10/18/20
Thanksgiving I	Friday, 11/20/20 - Sunday, 11/22/20

Thanksgiving II *	Monday, 11/23/20 - Thursday, 11/26/20
Thanksgiving III	Friday, 11/27/20 - Sunday, 11/29/20
Winter Break I *	Friday, 12/11/20 - Thursday, 12/17/20
Winter Break II *	Friday, 12/18/20 - Thursday, 12/24/20
Winter Break III *	Friday, 12/25/20 - Thursday, 12/31/20
Winter Break IV *	Friday, 1/1/21 - Thursday, 1/7/21
Martin Luther King Day	Friday, 1/15/21 - Monday, 1/18/21
Spring Break I	Friday, 3/5/21 - Sunday, 3/7/21
Spring Break II *	Monday, 3/8/21 - Thursday, 3/11/21
Spring Break III	Friday, 3/12/21 - Sunday, 3/14/21
Spring Term Break *	Friday, 4/2/21 - Monday, 4/5/21

\* Break compensation of \$25 per day (\$45 for Thanksgiving Day, December 24, December 25, December 31, and the Sunday of Spring Term Break). Staff working breaks without meal service will receive a personal meal advance to be spent on meals.