

# STUDENT ADVISORS - APARTMENTS

---

Student Advisors are cornerstone staff in Campbell Apartments. 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 community so that they can engage residents in the community and make trusted referrals to campus resources.

## **Community Development and Resident Support**

Student Advisors work in a community of 20-40 residents, sometimes as part of a larger complex of up to 140 residents. 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 month of the year and by personal story within the first three months. The SA helps the community set expectations and holds members of the community accountable to those expectations. They build rapport through individual interactions and other planned engagement with residents. SAs leverage that rapport to facilitate connections so all are included and feel a part of the community. SAs additionally monitor interpersonal, roommate, and area social dynamics and intervene as needed.

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. SAs 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, 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 community 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 areas. 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 sleep in their apartments Sunday through Thursday nights. SAs may leave campus for half the weekends of the semester. Additional time off may be discussed with the supervisor.

### **On-Duty Responsibilities**

SAs serve on-call for 10-14 nights per month during which time they stand ready to respond to situations. SAs complete one set of rounds of the apartment building to engage with residents and observe concerns. 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 Friday until 8:00 AM the following Monday. While on call, staff must be on-campus.

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 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 the apartment complex during breaks.

### **Supervision**

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

### **Period of Employment**

Normally, the Student Advisor position is a nine-month appointment beginning with training in August and ending with closing in May. Staffing dates can be found at the end of this document. An additional 10 hours per week maximum may be worked for on-campus jobs as permitted under university policy. Off-campus employment while serving as an Student Advisor is something that should be discussed with the Hall Director. In the event that this job description conflicts with the Student Advisor-Apartments 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 live in staff-single apartments in the apartment complexes when space allows. SAs are charged for their apartment and then reimbursed for the same amount (100% discount). SAs also receive a \$100 stipend each semester.

Break duty over week-long breaks also includes a daily stipend of \$25. Stipends for coverage on Thanksgiving Day, December 24, December 25, December 31, and the Sunday of Spring Term Break are \$45 per day.

| <b>Staffing Dates</b>           |                                      |
|---------------------------------|--------------------------------------|
| SA Move-In                      | As early as Friday, 8/6/21           |
| SA Training                     | Monday, 8/9/21 - Tuesday, 8/17/21    |
| Truman Week                     | Wednesday, 8/18/21 - Sunday, 8/22/21 |
| Released for Thanksgiving Break | Friday, 11/19/21                     |
| Released for Winter Break       | Sunday, 12/19/21                     |
| SA Training                     | Thursday, 1/6/22 - Saturday, 1/8/22  |
| Released for Spring Break       | Friday, 3/4/22                       |
| Released for Summer             | Sunday, 5/8/22                       |
| SA Must Checkout Date           | Tuesday, 5/10/22                     |

| <b>Break Duty Nights Covered by Student Staff (each SA takes 4-5)</b> |  |
|---|--|
| Labor Day Weekend   | Friday, 9/3/21 - Monday, 9/6/21        |
| Fall Midterm Break  | Wednesday, 10/13/21 - Sunday, 10/17/21 |
| Thanksgiving I  | Friday, 11/19/21 - Sunday, 11/21/21    |
| Thanksgiving II *   | Monday, 11/22/21 - Thursday, 11/25/21  |
| Thanksgiving III  | Friday, 11/26/21 - Sunday, 11/28/21    |
| Winter Break I *  | Friday, 12/17/21 - Thursday, 12/23/21  |
| Winter Break II *   | Friday, 12/24/21 - Thursday, 12/30/21  |
| Winter Break III *  | Friday, 12/31/21 - Thursday, 1/6/22    |
| Martin Luther King Day  | Friday, 1/14/22 - Monday, 1/17/22      |
| Spring Break I  | Friday, 3/4/22 - Sunday, 3/6/22        |
| Spring Break II *   | Monday, 3/7/22 - Thursday, 3/10/22     |
| Spring Break III  | Friday, 3/11/22 - Sunday, 3/13/22      |
| Spring Term Break *   | Friday, 4/15/22 - Monday, 4/18/22      |

\* Break compensation of \$25 per day (\$45 for Thanksgiving Day, December 24, December 25, December 31, and the Sunday of Spring Term Break).

Note- Staffing and break duty is subject to change as the University updates the academic calendar.