

STUDENT ADVISOR

Student Advisors are cornerstone staff in each residence facility. 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 generate connections, engage residents in learning, and make trusted referrals to campus resources.

STUDENT ENGAGEMENT

Community Development

Estimated percentage of job by time: 30%

Student Advisors work in a community of approximately 20-40 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 all the residents in their house by name within the first two weeks of the year and personally within the first six weeks. The SA helps the house set community expectations and holds members of the community accountable to those expectations. Building rapport with individual residents is foundational in a Student Advisor's work. SAs leverage that rapport to facilitate connections so all are included and feel a part of the community. SAs help residents get to know one another and forge strong, safe communities. SAs monitor interpersonal, roommate, and house social dynamics and intervene as needed.

Curriculum Implementation

Estimated percentage of job by time: 20%

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, wellness, identity, academic excellence, and professional competency. 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, constructing door decorations with resident names, facilitating individual conversations with residents, discussions at regular house meetings and gatherings, 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.

Staff Team Participation

Estimated percentage of job by time: 10%

Each staff depends on all Student Advisors completing their work, communicating effectively together, and functioning as a united team. This includes flexibility with scheduling, developing working relationships with colleagues, and assisting fellow SAs with situations in the building. Staff teams tend to become very close. Successful SAs are effective in supporting and navigating the interpersonal dynamic of working in such a team while setting healthy workplace boundaries.

Direct Resident Support

Estimated percentage of job by time: 5%

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. SAs are backed by a team of senior student and professional staff to assist with these situations.

Desired Skillsets in Student Engagement: Written and verbal communication with others, initiative, openness, approachability, record keeping, maintaining confidentiality, consistency, sound judgement, ability to engage with others, adaptability, curiosity, role modeling, boundary setting

ADMINISTRATION

Regularly Scheduled Assignments

Estimated percentage of job by time: 15%

Student Advisors do much of their work in regular but unscheduled efforts with residents in their houses. There are a number of regularly scheduled meetings that SAs are expected to attend and budget time for. Those include a weekly staff meeting (90 minutes), weekly one-on-one supervision meetings (30 minutes), and department 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.

On-Duty Responsibilities

Estimated percentage of job by time: 10%

SAs serve on-call approximately 3-8 nights per month during which time they stay in their building, respond to situations, and complete 4 regular sets of rounds of the facility to engage with residents throughout the evening. This frequency of being on call will vary by staff size. 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 their building.

Duty coverage is needed during all University breaks, including breaks when the University is closed but some residents remain. 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 their building 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 buildings during breaks. The frequency of their break duty coverage will vary by staff.

Process Support

Estimated percentage of job by time: 5%

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

Estimated percentage of job by time: 5%

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.

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. 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 their building past 3:00 AM. Up to 12 nights off may be used in a semester. SAs are limited to taking 3 consecutive weeknights off in a row unless special circumstances are approved by the supervisor. 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.

Desired Skillsets in Administration: Attention to detail, self-management of work and time, acting with integrity, assertiveness, project planning, promptness, team oriented, prioritization, accountability, considering others in decision making, thoroughness, observant, alert, discerning.

SPECIFICATIONS

Supervision

Student Advisors are supervised directly by the professional staff member in charge of their building. 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. For students on a University scholarship requiring on-campus service for renewal, the SA role counts as a scholarship job. 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 supervisor. 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 be in good academic standing with Truman, have a 2.75 cumulative Truman 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.

Training and Development

Student Advisors will attend a thorough, week-long training program to help them gain the information and skills needed to take on the role confidently. A smaller training program in January will help SAs refresh on skills and take on second semester projects. Ongoing training and development will be conducted at staff meetings and through participation in regular in-service training sessions held throughout the year.

Remuneration

Student Advisors live in staff single rooms. SAs receive full room and board compensation. SAs appointed for August through May receive a room award of \$3,936.50/semester. SA board compensation is a 15 meal per week meal plan valued at \$1,912/semester. Award amounts will increase to match housing and meal plan rate changes after the Board of Governors establishes the 2024-2025 rates.

For international students, federal law requires that the Business Office at Truman hold 14% of this award as taxes. This will appear as a charge on the student account after the SA award has been applied. You may discuss this matter with the Student Accounts office if you have questions. More information can be found online at the following link: <https://www.truman.edu/businessoffice/student-accounts/policies-procedures/1042-s-international-students/>

Break duty over week-long breaks 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.

Staffing Dates	
SA Move-In	As early as Saturday, 8/3/24
SA Training	Monday, 8/5/24 - Tuesday, 8/13/24
Truman Week	Wednesday, 8/14/24 - Sunday, 8/18/24
Released for Thanksgiving Break	Friday, 11/22/24
Released for Winter Break	Sunday, 12/15/24
SA Training	Thursday, 1/9/25 - Sunday, 1/12/25
Released for Spring Break	Friday, 3/7/25
Released for Summer	Sunday, 5/11/25
SA Must Checkout Date	Monday, 5/12/25

Break Duty Nights Covered by Student Staff (one SA on at all times, shifts split between all SAs on staff)	
Labor Day Weekend	Friday, 8/30/24 - Monday, 9/2/24
Fall Midterm Break	Wednesday, 10/9/24 - Sunday, 10/13/24
Thanksgiving*	Friday, 11/22/24 - Sunday, 12/1/24
Winter Break*	Saturday, 12/13/24 - Wednesday, 1/8/25
Martin Luther King, Jr. Weekend	Friday, 1/17/25 – Monday, 1/20/25
Spring Break *	Friday, 3/7/25 - Sunday, 3/16/25
Spring Term Break*	Friday, 4/18/25 - Monday, 4/21/25

* 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.

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AA/EO

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