



Student Leadership Opportunity

Department of Residence Life

COMMUNITY ADVISOR

JOB DESCRIPTION

Position Summary

Residence Life is an integral part of the student experience at St. Francis Xavier University (StFX). With over half of the undergraduate student population living in residence, empowering wholistic student success and well-being is a key feature of the residence life experience we provide through our resources, support, services and programs. The Community Advisor (CA) role is one of the top leadership student leadership opportunities StFX has to offer. The CA role provides students with opportunities to develop a multitude of transferable skills that will help staff through the remainder of their time at university as well as in their transition into the workforce.

CAs are student staff members who co-develop and support residence culture. They are peer role models who provide the foundation and structure of the residence experience at StFX. CAs are a critical leadership group on campus as they make a significant and positive impact on students who are making the transition into and through university life. The CA is an extension of the Department of Residence Life and is expected to model prosocial behavior while working to create a sense of community that contributes to holistic student success and well-being.

Under the supervision of the Residence Life Coordinator (RLC) and the Senior Community Advisor (SCA), the CA will support the diverse needs of residence students through programming, community building activities, general support and emergency response. The CA is expected to maintain a strong presence and open approachability in the community by providing ongoing leadership and mentorship to students and team members. The CA also participates in an on-call rotation, responding to after-hours incidents and concerns related to student support and community safety.

To apply please fill out the application form: [CA Application Form](#)

Duties & Responsibilities:

I. Community Building & Student Support

Community Advisors are the first point of contact for students in residence. They are responsible for developing, organizing, and implementing events and activities that engage the residence community in positive social interactions and meaningful experiential and developmental opportunities. CA's are a resource for students of concern. CAs are responsible for connecting with students in meaningful ways and building community connections to support holistic student success and well-being. CAs will:

- Know, demonstrate and consistently communicate Residence Community Living Standards among their residents to promote a welcoming, inclusive environment while ensuring community safety for all residents.
- Maintain regular visibility, availability and approachability within their assigned community to respond to a variety of student needs and issues. Absences from residence of 48 hours or more must be approved by the Residence Life Coordinator.
- Regularly initiates both impromptu and intentional face-to-face check-ins with students in their area to develop rapport and promote individual growth and development, especially as new students transition into university life
- Refer students to on-campus resources for support and inform the Residence Life Coordinator of escalated or difficult to manage student needs or concerns.
- Implement initial intervention and mediation strategies in situations of conflict within the community and take proactive measures (such as "roommate agreements" or "floor agreements") to minimize future, harmful conduct.
- Convene regular floor meetings with students in their assigned community as directed by the Residence Life Coordinator.
- Cultivate respect among residents for each other and for shared spaces and uphold the Residence Community Living Standards. Report outstanding issues to the Residence Life Coordinator.

II. Residence Education & Engagement

Building and maintaining strong relationships and providing proactive student outreach and engagement opportunities are key responsibilities of a CA. Through the design, development and delivery of community programs and events, CAs develop proactive and personalized engagement opportunities for all residents aimed at celebrating diversity, advancing equity and inclusion, and creating intentional learning opportunities that support wholistic student success and well-being. CAs will:

- Develop and implement regular needs-based community engagement and experiential learning activities as directed and approved by the Residence Life Coordinator or Residence Education Coordinator
- Support the delivery of campus partner programming (I.e StFX Recreation, Student Success Centre, Diversity Engagement Centre, Bloomfield Hub, Extended Orientation Team, Sexualized Violence Prevention and Response Advocate, etc.) by bringing residents to partner programs and by promoting programs within residence.
- Assist with the planning and implementation of large, residence-wide events and initiatives (I.e., Orientation Week and extended orientation and transitions programs, core programs, and House Council events).

- Create an inclusive, welcoming and educational community environment (achieved through floor decorations, door tags, bulletin boards).
- Proactively respond to the developmental needs of students through the duration of the academic term by actively promoting resources, supports and services available to support student success and well-being on-campus, off-campus and online.

III. Community Safety & In-Nights

Community Advisors are expected to work within the residences to uphold safety per the Residence Community Living Standards. To do this effectively, CAs will build a foundation of positive relationships among their students. This allows CAs to respond to a range of student needs, which are individualized and exist on a continuum. In Nights are part of the CAs job responsibilities, working in teams to promote safety on busy nights (ex. Two Years Eve, Homecoming, Orientation Week, House Hockey Cups). Maintaining presence and visibility is a significant responsibility during In Nights as this will help keep CAs informed on what is happening in residence and where their presence may be required. Overall, the CA provides the first point of contact as part of a continuum of care for holistic student support that functions within a broader structure of campus services. CAs will:

- Participate in the In-Night rotation as scheduled by the Residence Life Coordinator.
- Be actively and continuously present within the building through rounds of the residence while on In-Night and respond to the Connect Phone during In-Night hours (8:00pm – 8:00am), providing immediate response for occurrences as necessary
- Informs the Residence Life Coordinator and/or StFX Safety & Security Services of escalated or difficult-to manage in-night scenarios.
- Remain in residence during the period of their In-Night shift and must not consume or be under the influence of alcohol and/or other substances while on In-Night.
- Respond appropriately to violations of residence or university policies, including the StFX Community Code of Conduct, Residence Contract, Residence Community Living Standards, the Harassment and Discrimination Policy and the Sexual Violence Response Policy.
- Actively mentor students and role model appropriate behavior by adhering to all relevant policies and job expectations.
- Immediately report any issues that may compromise security or safety in residence to the Residence Life Coordinator and/or StFX Safety & Security Services.

IV. Team and Administrative Duties

CAs work as part of a collaborative team led by their RLC. They are expected to help create a positive living and working environment through job activities such as attendance to meetings, timely completion of documentation and response to student issues, and by full participation in all training opportunities. CAs will:

- Participate fully in the mandatory Residence Life Staff Training program and attend ongoing training and professional development programming through the term of employment.
- Complete self-paced summer training modules to prepare for all staff training.
- Attend weekly Community Advisor team meetings as scheduled by the Residence Life Coordinator.
- Attend one-on-one meetings scheduled with either the Senior Community Advisor (SCA) and/or the Residence Life Coordinator
- Assist with move-in and move-out preparation and implementation and maintain a presence during all designated move-in and move-out days as scheduled by University Housing.

- Complete administrative tasks including e-mail response, In-Night logs, occurrence reports, reflection logs, maintenance requests, programming proposals, and summaries of intentional conversations with students in a detailed and timely manner as directed by the Residence Life Coordinator.

V. Conditions of Employment

The following are conditions of employment for the CA position. All conditions must be met by the first day of training in August 2022.

- Community Advisors must be a full-time student in good academic standing (minimum 60% average) and must maintain this status throughout the duration of the contract.
- Community Advisors must have lived in residence for a minimum of one academic term prior to submitting their application. It is not required that the applicant have lived in residence at StFX.
- Subject to the standards set out in the StFX Community Code of Conduct, Residence Contract, Residence Community Living Standards as well as other university policies.
- Community Advisors must have a valid certification in emergency First Aid Training with CPR/AED Level C or high for the duration of the contract.
- If a candidate expects to have extracurricular activities that require in total more than 10 hours per week these should be noted on the candidate's application.
- Community Advisors must obtain an up-to-date police check prior to starting the role.
- The CA leadership role requires consistent energy and commitment which makes other forms of employment difficult to maintain. It is recommended that CAs do not engage in other forms of employment. If a candidate expects to need or desires additional employment, please indicate this in your application.
- Must be eligible to work in Canada.

VI. Skills to be Developed

The Community Advisors role is multi-faceted and requires an ongoing commitment to learning and development. Through ongoing training and mentorship successful candidates will develop the following skills:

- Strong interpersonal skills and a high degree of approachability and empathy.
- Excellent intercultural communication skills and a demonstrated ability to work positively in diverse communities.
- Collaborative leadership, mentorship and coaching skills.
- Ability to work both independently and collaboratively as part of a team.
- Strong critical thinking skills and ability to make decisions under pressure.
- Demonstrated skills in planning, time management and attention to detail particularly in regard to programming and events.
- Understanding the importance of community engagement and accountability.
- Ability to maintain confidentiality in accordance with the freedom of information and protection of privacy (FOIPOP) regulations, and deal with sensitive issues.

VII. Hours and Availability

The CA position is a leadership position in residence and, as such, is as much a lifestyle as it is a job. The reality of the CA position is that work can be unpredictable, and hours may change. While efforts will be made to accommodate CA schedules, CAs must be flexible and willing to adapt to changing priorities. Below are a few highlights pertaining to hours and availability in the role.

- Community Advisors for the 2022/2023 academic year must be fully available for training beginning in mid-August 2022. The specific dates of the training will be outlined in the Letter of Offer to the successful candidate(s).
- In addition to scheduled hours for In-Night shifts, Community Advisors are expected to maintain a strong presence and high visibility in the community and attend all regularly scheduled events and meetings.

- Community Advisors may be requested by the Residence Life Coordinator to work additional nights and weekends, especially during busy times such as Welcome Week, Homecoming, House Hockey Cups, St. Patrick's Day, 2 Years' Eve, etc.
 - Time off for any high-profile event must be approved by the Residence Life Coordinator.
- It is expected that CAs be fully available during Orientation and Transition periods.
- The CA may be asked to assist with other tasks in the residence in the service of student supports, distribution of communications, housing and facilities maintenance, or other tasks as they emerge during the term.

VIII. Compensation

This is an 8-month contract beginning on August 21st, 2022 and ending on April 24, 2023. Compensation packages differ between residence style. **Upper Year Suite Style Residences** include: **Governor's Hall** and **O'Regan Hall**. **First Year Residences** include: **Bishops Hall, Cameron Hall, FX Hall MacIsaac Hall, MacKinnon Hall, Mount Saint Bernard, and Riley Hall**.

The CA position in **Upper Year Suite Style Residences** is provided with a salary equal to the lowest room rate on campus in addition to a CA bonus for a total compensation package of \$7210. This amount is paid bi-weekly by direct deposit during your contract, plus 4% vacation pay. The CA is responsible for any applicable residence and meal plan fees. All staff assigned to upper year suite style residence buildings are required to get a minimum of \$1000 DCB meal plan.

The CA position in a **First Year Residences** is provided with a salary equal to the highest room rate on campus for a total compensation package of \$9,005. This amount is paid bi-weekly by direct deposit during your contract, plus 4% vacation pay. The CA is responsible for any applicable residence and meal plan fees. All staff assigned to first year residence buildings are required to purchase, at minimum, a 155-meal plan.

Should a CA leave the position part way through the term of appointment they will be required to relocate from the building in which they reside. University Housing and Residence Life will work together to accommodate a move to another residence.