Community Advisor Job Description

Community Life Mission Statement

CFSI Community Life aims to create a safe, inclusive, fun, and home atmosphere in the city experience that promotes independence, curiosity, and problem-solving. We aim to create a supportive environment that compliment the internship and academic experience along with the students well-being and overall personal development.

Be the Fellow’s Team Captain

- **Get** other community members actively engaged in a fun and supportive community that feels like a home away from home. At the same time, challenge community members to uphold their commitments to the community and to one another.
- **Be** familiar with the morale of those in your apartment community and aware of potential conflicts. Use this knowledge to actively assist people in solving problems, roommate issues, improving the interpersonal communication in the building, and developing a general sense of community among all CFISI residential fellows.

Effective Community & Intrapersonal Development

- **Be** cognizant of and help your residents with personal, social, or fellowship concerns (current or potential). Direct them to appropriate resources and always follow-up
- **Develop** an open and honest professional relationship with each resident in your community. Know every CFISI fellow in your building by actively reaching out to them and taking a genuine interest in them. *Simply announcing your availability is not enough.* (Ask folks to study with you, grab dinner together, invite them over to watch TV -- the possibilities are endless here!)
- **As** the official events planning captain, assist the Program Manager for Student Experience with prep for all department-sponsored events, and additionally host a minimum of 2 socials per semester. One of these socials must be planned and hosted with the help of a resident. It is vital that your socials support at least one of our residential life educational areas: *cultural competence, life skills, and/or community engagement.*
- **Be** an exemplary role model of effectively balancing your work responsibilities, academic achievement and personal well-being. Be proud of who you are and what you do. Hold
yourself accountable for your decisions, be willing to admit error and correct your behavior, and facilitate the same mentality in your community.

- **Happy + Inclusive + Home.** Continuously work to create an environment that is happy, inclusive, and feels like home. Develop a climate that balances individual and community rights and comfort.

**Administrative Responsibilities**

**Student Life** is not a solo sport; we work as a team! Take care to promptly address and report any facility issues or policy violations and follow up in a timely manner with your supervisor. Always uphold and enforce the CfSI Code of Conduct and home university policies.

**Assist** with the opening and closing of the apartments.

**Support** safety and security in your building by intimately knowing and enforcing the emergency procedures in the event of a fire, fire alarm, inspection, bomb scare, or any other emergency situations.

**Participate** in on-call apartment duty and all training sessions as determined by the Program Manager for Student Experience.

**Attend** an orientation training prior to student move-in along with regular team meetings and one-on-one meetings with your supervisor.

**Make** Wednesdays and Fridays welcoming and fun community spaces focused on learning and sharing. Specifically, arrive early to set up breakfast, snacks, and classroom materials, and take responsibility for making sure the rooms are clean. Collect requests for specific types of snacks and meals and submit for order. Be available to the instructor(s) to help prepare the sessions as needed with photocopying, organizing, and distributing course materials.

**Benefits:**

- $2,000 discount on housing for the semester
- Specialized training in motivational counseling with support from a local counseling agency
- Leadership development and one on one coaching; Gain experience as a peer coach
- Event planning skills and advanced problem solving skills as a key support in a diverse community of fellows.

**Apply** by [filling out the application](#) by 11/1/19. If you have any questions please contact [info@collegeforsocialinnovation.org](mailto:info@collegeforsocialinnovation.org).