

# Community Advisor Job Description

2025-2026 Academic Year

## General Description

Community Advisors are mentors, guides, and resources for their community members. Community Advisors encourage community members to be academically successful, engaged community members, and responsible neighbors. They create living environments that are welcoming, inclusive, and just. They help ensure the safety and security of our on-campus communities and deliver exceptional service to our community members.

## Responsibilities

- Be punctual and professional, value customer service, and serve as a community role model by following and enforcing all Residence Life and Augsburg University policies, all responsibilities of the Community Advisor Job Description, and the Residence Life Staff Code of Ethical Standards.
- Make meaningful connections with community members through the creation, implementation, and evaluation of community development events and by meeting the intentional interaction requirements as outlined in the Community Development model.
- Be familiar with campus and community resources to provide information and referrals to community members.
- Participate in an On-Call rotation, as assigned. On-Call responsibilities include but are not limited to:
  - Complete safety and security rounds as directed by Residence Life professional staff
  - Be present on-campus/in the community from 6:00 PM to 9:00 AM, the duration of the on-call shift, during on-call coverage days;
  - Be visible in the hall during on-call coverage days;
  - Respond to any calls made to the On-Call phone;
  - Complete Community Safety and Well-Being Interactions (health and safety checks, wellness checks, etc.).

*Additional on-call hours/responsibilities will be expected for special events such as **Residence Hall Opening, Halloween, Break Period Closing, and End of the Year Closing***

- Address and respond to community member/guest concerns and needs, including some emergency response with the support of Residence Life professional staff
  - Respond to concerns or situations with the goal to stop negative or harmful behavior, document information, and provide support to community members
  - Equitably and justly enforce Residence Life and Augsburg policies
  - Document emergency information and/or policy related information into Maxient within 12 hours of completing your on-call shift or responding to the concerns or situation
  - Complete On-Call logs by 9:00 AM the following day after completing an On-Call shift
- Meet regularly with your Community Specialist, Community Director, and Residence Life team for training, scheduling, and performance evaluation.
  - Full participation in staff training prior to the start of each academic semester, and on a monthly basis throughout each academic semester, is required for all Community Advisors.

## Requirements

To successfully serve as a Community Advisor, you are required to:

- Model successful interpersonal, organizational, and time management skills;
- Have completed or plan to complete the Student Leadership Development (Leadership Studies) course;
- Have a cumulative GPA at or above 2.5 at Augsburg, and maintain good academic standing through the duration of employment, earning a GPA at or above 2.5 every semester of employment;
- Be in good judicial standing prior to and throughout the period of employment. A violation of Augsburg University policies, local, state, and/or federal laws will result in entering a Performance Improvement Plan or termination of employment;
- Submit and pass a criminal background check;
- Live in an assigned space within the Residence Life community you serve;
- Participate in the Augsburg University meal plan program

- o Community Advisors are required to have a 5-Plus Meal Plan at minimum.

## Compensation

Community Advisors receive the following compensation:

- Housing credit per semester for assigned space within the Residence Life community you serve
  - o Credit will be applied to your student account at the beginning of each semester of employment.
- A stipend of \$2,000 per academic year
  - o The stipend is allocated twice a month by direct deposit.

## Employment Agreement

If the responsibilities and expectations outlined in the aforementioned Job Description and in the Code of Ethical Standards are not met, you may be placed on a Performance Improvement Plan or be subject to termination of employment. If your employment is terminated, you will be obligated to pay rent and any other applicable fees for the remainder of your contracted term.

**Student Staff Signature:**

**Date:**

**Student Staff Printed Name:**