For 2013 Summer Session Housing @ College Nine, College Nine & College Ten Residential Life Team is hiring 4-6 Community Advisors for our housing communities supporting residential summer school students. Remuneration is in the form of single room rate during the summer months and slug points redeemable at the university dining halls. The residential staff attempts to maintain a supportive system, which facilitates the individual's efforts to fulfill academic goals, establish self-identity and values, and learn to respect the right of neighbors to do the same. Through the utilization of skills in leadership, cross-cultural communication, referral, emergency response training, as well as training in other areas, the residential staff - and the CAs in particular - play an important role in creating an environment in which the community's goals can be realized. College Nine and College Ten are committed to promoting and respecting diversity among students, staff, and faculty in line with our College Nine and Ten themes of International & Global Perspectives, and Social Justice & Community. The CA experience is unique in that it is employment, as well as a tremendous learning experience. It is an opportunity for students to grow in many areas including leadership development, relations with diverse persons, organizational and management skills, confidence, integrity, emotional maturity, and sense of self and values. For this reason, the CA supervisor will encourage the CA to develop holistically, and the CA can expect to be advised and supported on personal concerns as well as supervised on job-related matters.

**Preferred Skills & Abilities:** Demonstrated skills in group leadership, interpersonal communication, programming, organization and teamwork. Must be able to balance demands of social, academic, emotional and job-related needs.

**GENERAL TERMS AND CONDITIONS**

**A. Requirements**
1. Must be a UCSC student currently enrolled in spring 2013.
2. Must be enrolled in at least one course during one or both of the 2013 summer sessions.
3. Must have experience living in a group setting.
4. Must be in both good academic and judicial standing during the entire selection and employment period. Failure to meet these requirements may result in immediate termination.
5. Must reside in College Nine and Ten residence halls during employment.
6. Must adhere to the CA Job Description and the Alcohol, Other Drugs and Electronic Communication Expectations and accept the conditions and requirements as stated in trainings and by the CREs.
7. The themes for Colleges Nine & Ten are International & Global Perspectives, and Social Justice & Community (respectively); CAs must have interest in and/or experience working within either theme.

**B. Placement**
1. A CA may be assigned, or re-assigned, to a residential area or room at the CREs’ discretion.

**C. Appointment**
1. The CA appointment is for summer 2013 only.

**D. Employment Period**
1. CAs will be selected in Spring 2013. Employment is contingent on student’s academic and judicial standing.
2. The employment period for CAs hired to work in the residence halls includes all training sessions (end of Spring 2013 – Summer 2013); Other time requirements include the Independence Day Holidays, time outside of instruction, and all transition and checkout processes during the summer. At the end of the summer, all CAs are expected to stay until checkout responsibilities are completed.

**E. Other Employment and Extracurricular Activities**
1. CA visibility and participation in housing areas is of the utmost importance. Outside activities and employment, excluding academic commitments, which do not prevent the CA from fulfilling any of the terms of employment, shall not exceed 5 hours a week and are at the discretion of the supervising CRE.

2. CA may not hold any major offices in campus organizations, assistantships, and/or internships without prior approval.

STAFF/ADMINISTRATIVE RESPONSIBILITIES
CAs work an average of 20 hours per week. The employment terms below are meant as a reasonable estimate of the time required to perform CAs duties and responsibilities. If a CA’s actual working hours significantly exceed what is provided for in this agreement, the employee is obligated to notify their immediate supervisor. These hours include the following responsibilities:

A. Administrative Responsibilities
   1. CAs must activate and use voicemail on their room phones. Voicemail should be checked on a daily basis.
   2. CAs have mailboxes in the Residential Life & Housing Office. They will be expected to check their box on a daily basis and post flyers or share information with residents as needed.
   3. CAs must have an active UCSC e-mail account and will be expected to check it on a daily basis, and respond as necessary.
   4. Conduct mandatory floor/building/area (as appropriate) meetings as required and deemed necessary.
   5. Help with lockouts and other administrative functions (e.g., maintaining check-in forms, floor rosters, newsletters, purchase orders).
   6. CAs are expected to sign-up and follow-through with regular on-call and rounds duty assignments.
   7. Help with room condition paperwork and inspections as assigned.
   8. Maintain shared resources and supplies as required.

B. Training
   1. CAs hired must participate in any pre-training sessions Spring 2013 as well as one week prior to the first session of instruction.
   2. Must have an updated CPR and First Aid Card on file good through September, 2013.
   3. All CAs must be fingerprinted.

C. Meetings
   1. Required to attend weekly staff meetings. (Every Monday 7p-10p).
   2. Must attend regularly scheduled “One on One” contact meetings with their CRE.
   3. Must have roommate meetings to ensure residents have completed the Roommate Booklet (within the first week of resident arrival) and follow up as necessary.
   4. Support in Welcome meetings, community wide programs and Town Hall meetings as deemed necessary.

D. Community Building/Support:
   1. Area programming, special programs, connecting with residents, being visible and available and policy enforcement.
   2. Collaborate and coordinate with other UCSC departments and/or student organizations to host community programs and activities.

E. Paperwork
   1. Must complete administrative tasks on a regular basis. Paperwork is expected to be timely and organized. This includes: check-in and checkout forms, purchase order requests, weekly newsletters, floor rosters, maintenance requests, incident reports and duty logs.
   2. Must participate in all CA, individual, CRE and College Nine and College Ten evaluations as needed.

PROGRAMMING AND COMMUNITY DEVELOPMENT
Community Development
1. Be visible/available in your community and develop and maintain relationships with all residents in your assigned area.
2. Encourage students’ personal, social and academic development. This includes: knowing all members of the assigned living area, spending a significant amount of visible time in the community, accurately assessing the needs of the community, and serving as a campus resource.
3. Mediate conflict situations when needed (roommate conflicts, community issues, etc.).
4. Provide peer counseling to residents and make referrals as necessary.
5. Maintain confidentiality and objectivity when working with residents and staff members.
6. Encourage residents to be responsible for their own behavior, and for the community, by serving as a positive role model.
7. Respond to and document all inappropriate student behavior and violations of campus policies and procedures as outlined in the College Handbook and UCSC Rule Book, and communicate this documentation within 24 hours.
8. Conduct Roommate Agreement meetings with each room in the residential area within the first week of residents’ arrival. CAs must facilitate modified room agreement meetings in the event of a new student moving into a room.
9. Communicate with supervising CRE on a regular basis with all on-going and crisis situations.

Minimum Programming Requirements
1. As a team, organize a program a week varying social, educational and theme related and a passive program per month.
2. Individually organize socials and study breaks for your assigned area as necessary.
3. Work collaboratively on weekly Summer Housing Newsletter for upcoming programs, housing announcements and other community news.

SAFETY AND SECURITY
Duty
1. There are two types of duty: Phone and Round.
2. Phone Duty:
   a. Each CA will be assigned Phone duty during the summer months.
   b. Carry the duty phone/binder and keep a duty log. The duty phone is to be turned on and answered during closed hours for the Housing Office.
   c. Participate in Round Duty when it is your duty week.
   d. CAs may not leave the College Nine or College Ten area while on duty and must add outgoing message and note on door when not in your room about your whereabouts.
3. Round Duty:
   a. Each CA will be assigned several Round Duty weekends throughout the summer months.
   b. There are at least 2 CAs on Round Duty every weekend.
   c. Rounds are conducted every weekend evening (Sunday nights are included preceding a Monday holiday).
4. Duty responsibilities include: conducting rounds in your pair throughout and around the summer housing res hall building (approximately 1 hour), carrying duty phone (phone duty only), reporting/addressing any safety concerns (e.g. door problems, etc), documenting any policy violations, keeping a detailed duty log, and keeping in contact with the on-duty CSO and CRE.

Emergencies and Disasters
1. Emergencies are unanticipated. CAs are expected to spend the necessary time needed to resolve a situation and must report incidents to the CSO and on-duty CRE in severe situations/transport.
2. In case of fire (alarms), earthquakes or other disasters, CAs must evacuate their residential area according to the evacuation map, remain on-site and assist University personnel during emergencies. Report to CRE on duty/Community Safety Officer. CAs are required to help coordinate all emergency drills as scheduled throughout the summer months.
3. Must complete First Aid and CPR training prior to summer.
4. CAs do not have access to Master Keys. Master Keys will only be accessed through Community Safety Officer/CRE on Duty.

Policy Enforcement
1. CAs must encourage students to maintain the cleanliness of community living areas: bathrooms, lounges, plazas, balconies, trash and recycling areas.
2. CAs must adhere to, uphold, and enforce the laws of the state of California, the rules and regulations of the University of California, Santa Cruz as covered in the UCSC Rule Book, the UCSC Housing Contract and other applicable university and college rules, regulations, policies and procedures.
3. CAs are required to address and document suspected violations of UCSC policies (as defined above) or refer violations to appropriate staff.
4. CAs who are under the age of 21 must not posses, consume or provide alcohol to other students.
5. CAs must not possess, use or provide other students with illegal drugs.
6. CAs regardless of age, may not drink alcohol or be under a substance that inhibits the CA’s ability to handle situations clearly while on duty.
7. CAs may not be in the presence of any residents if they are violating policies (even if you are not participating).
8. CAs must be familiar with, adhere to, and actively support the University of California Santa Cruz statement on non-discrimination.

REMUNERATION
As remuneration for completion of duties as outlined in the job description, CAs receive compensation in the form of a single room throughout summer months and Slug Points to be redeemed at the UCSC dining halls for meals.

REQUIRED TRAININGS/EVENTS
Dates subject to change.

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<tr>
<th>May 2013</th>
<th>June 2013</th>
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<tr>
<td>29 Pre-Summer Info. Session (7:30pm, Place TBA)</td>
<td>17 Summer CA Move-in</td>
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<td>17 Transitional Student Move-in</td>
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<td>18-21 Summer CA Training (times TBA)</td>
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<tr>
<td>22 Summer Residents Move-in</td>
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EMPLOYMENT STATUS
Failure to meet job description requirements will result in a meeting with the supervising CRE. Depending on the seriousness of the employment violation, a warning notice may be issued. A CA may also be placed on employment probation or released from their duties.