GRADUATE COMMUNITY ADVISOR POSITION DESCRIPTION

I. **General Description of Responsibilities**

Graduate Community Advisors (GCAs) live in graduate and professional student residences. Living in on-campus housing in the hall/complex/area to which one is assigned is a requirement of the GCA position. The GCAs’ primary role is to interact with residents to create a positive community through programs, communication, and service. GCAs achieve this objective by fulfilling the responsibilities outlined below and by understanding and meeting the expectations set by the Graduate Residence Manager (GRM).

II. **Community Development**

a. Create a sense of community through formal and informal personal interactions with residents.

b. Encourage others to learn and grow through support and challenge.

c. Get to know residents of the area. Be aware of personal and group concerns.

d. Act as a resource and service provider for residents.

e. Foster opportunities for, and facilitating, resident interaction.

f. Understanding of issues of oppression such as racism, sexism, heterosexism, religious intolerance, classism, etc.

III. **Programming**

GCAs work cooperatively with other staff team members (Program Assistant, Youth & Family Program Coordinator, Student Program Assistants) in planning and implementing programs in their living areas. Program duties include but are not limited to:

a. Newsletters

b. Community governance

c. Passive programming (i.e. pamphlet)

d. One-time events (i.e. attend University event)

e. On-going programs (i.e. weekly movie nights)

f. Support of resident initiated programs and volunteer efforts

g. Administrative planning of all programs (scheduling, advertising, supply management, etc.)

IV. **Communicating & Active Listening Skills**

GCAs demonstrate, develop and maintain interactive communication skills including: listening skills, understanding of cultural differences and intercultural communication, and conflict mediation.

V. **Maintaining Community Expectations**

GCAs enforce policies on behalf of the University, Campus Life, and Residential Programs in their specific living community. They are called upon to confront and report abuse to property and inappropriate behavior as defined by community standards and initiate disciplinary processes as appropriate. GCAs educate residents on safety and security and housekeeping and maintenance rules and regulations.

VI. **On-call Duties**

GCAs are expected to be accessible to all residents of the area when scheduled for on-call duty. On-call duty duration, rotation and specific hours may vary between placement sites. All GCA staff:

a. Participate in on-call duty rotation for the area.

b. Respond to incidents and concerns in the community while on-call.

c. Answer the on-call duty phone and return messages within 10 minutes.

d. Complete daily on-call log.

e. Collaborate with key campus colleagues (i.e. CUPD) to address crisis situations.

VII. **Administrative Responsibilities**

GCAs must complete a variety of administrative tasks in the course of their work as GCAs. Specifically:
a. Prepare or administer written reports (e.g. program reports, service requests, incident reports).
b. Return emails, calls, and messages within 24 hours.
c. Serve as a liaison for residents with the Department of Campus Life and the University.
d. Communicate with area staff (e.g. from the Service Center, Facilities, and Residential Programs) on a regular basis.
e. Conduct check-in and pre-vacate appointments with residents.
f. Perform all other duties as assigned.

VIII. **Training & Meetings**
a. Fully participate in all required trainings (e.g. August, January, and periodic In-Services throughout the academic year).
b. Attend staff meetings and all other meetings as assigned.
c. Support the Department of Campus Life and Residential Programs mission, values, goals, and objectives.

IX. **Supervision**
a. Receive direct supervision from Graduate Residence Manager.
b. Receive indirect supervision from the Associate Director of Residential Programs.

X. **Remuneration**
GCAs are provided housing, ResPhone (basic phone service), Audix (phone answer service), ResNet (standard bandwidth) and all utilities and water services. GCAs will receive a minimum of $2000 academic year stipend; the stipend will be paid bi-weekly.

XI. **Employment Terms**
a. The term of employment is one academic year only: July 31, 2010 to May 31, 2011 including academic year recesses when residences are open. Reappointment for the following academic year is based upon achieving outstanding performance evaluations. There is not an obligation on either the part of the GCA or the Department of Campus Life to renew employment.
b. There are a limited number of employment opportunities during the summer months of June, July and August.
c. GCAs work approximately 8-10 hours per week. (These hours are averaged over the term of employment; certain peak times of year will exceed this amount.)

XII. **Eligibility**
a. Enrollment
   i. Individuals will be considered only if they will be enrolled at Cornell as a full-time graduate/professional student or non-traditional undergraduate student during the duration of appointment for the 2010-2011 academic year. Eligible candidates will have spent a minimum of one semester at Cornell prior to the start of their term of employment.
b. Assistantships, Fellowships, and Financial Aid
   i. Students in the Graduate School who are receiving or are expecting to receive an assistantship, tuition scholarship, or partial fellowship are permitted to be employed as a GCA. The Graduate School considers an assistantship to be "working" 15-20 hours per week. The addition of the GCA position possibly raises the average number of hours beyond 20; consequently the student would receive 1/2 registration unit for each semester instead of 1 unit.
   ii. Students on fellowships or training grants may not work more than 8 hours a week, as they are required to be full-time students.
   iii. Students who are receiving tuition only or who are self-pay (paying any portion of tuition themselves) are eligible for the GCA position. There is no reduction in registration units for the period of the GCA appointment for such students.
c. International Students
   i. International students must be maintaining their F1 or J1 immigration status. Employment opportunities for foreign students in the U.S. are restricted by law. Registered international students are eligible to work on campus a total of only 20 hours per week.