

**MID- YEAR 2012-2013 COMMUNITY ADVOCATE
EMPLOYMENT AGREEMENT
HUMBOLDT STATE UNIVERSITY DEPARTMENT OF HOUSING**

NAME: _____

HSU ID #: _____

The Community Advocate (CA) is assigned to a living area and is responsible for fostering a sense of community and promoting a quality environment for all residents. Specific expectations are outlined below. Additional area specific expectations from your Residence Life Coordinator (RLC) will be conveyed during training and staff meetings.

Dates of Employment:

The starting date for the Mid- Year hired CA will be **Monday, January 14, 2013 at 9:00 am**. CAs will be able to check into their rooms on Friday, January 11, 2013 through Saturday January 12, 2013 between 8am - 11pm at the information/front. The ending date for the CA position will be **Sunday, May 19th, 2013 at 12:00 pm**. CAs must vacate their room by Sunday, May 19th, 2013 at 5 pm.

CAs are expected to assist with a variety of tasks during the beginning and end of the University break periods. CAs will have the following time off during these breaks:

Semester Break: Saturday, December 15, 2012 (2:00 pm) thru Sunday, January 13, 2013 (5:00 pm)

Spring Break: Saturday, March 15, 2013 (10:00 am) thru Sunday, March 24, 2013 (5:00 pm)

During University break periods, CAs who plan on staying over break will have the opportunity to work and earn extra compensation.

General Information:

CAs must demonstrate continued academic progress; this progress includes passing at least 12 units each semester, with a grade point average of 2.25 or better. CAs who have an overall and/or semester G.P.A. between a 2.0 and a 2.25 or who pass less than 12 units per semester will be placed on employment probation. Administrative action (i.e. employment termination) will be taken against those CAs who do not raise their G.P.A to a 2.25 or better the following semester and pass 12 units. Any CA who has a University and/or semester G.P.A. lower than a 2.0 and/or who complete 6 units or less will be terminated immediately.

CAs must limit their academic course loads to a maximum of 15 units per semester; special permission from your supervisor is required for any exceptions. CAs who enroll in more than 15 units are required to develop an academic plan with your supervisor.

Physical Effort- Mildly disagreeable working conditions involving working in an environment with limited privacy and noise. Staff must frequently respond to situations at any time of the day and night. The job requires moderate physical effort when responding to emergencies. Moderate physical effort includes quickly responding to the scene of fire alarms, walking up hills and stairs, and carrying duty supplies. These tasks may need to be done during power outages and/or elevator malfunctions.

It is expected that you keep your keys secure at all times. Failure to exercise responsibility with keys may be considered grounds for termination and damage charges.

CAs are required to use the phone line voicemail service provided by the Department of Housing, as well as their HSU e-mail account.

CAs are required to attend the CA Meeting. These meetings are scheduled on Tuesdays from 5:15 to 6:45 pm.

COMMUNITY DEVELOPMENT

As a community developer, a successful CA will...

- Know each resident in one's assigned living area by name. Make an effort to establish an interactive relationship with each resident in one's community.
- Conduct area meetings to discuss community expectations and other pertinent information, promote communication between residents in the community, and plan activities. CAs are required to have their first floor/area/building meetings within the first week of classes.
- Encourage resident participation in the Resident Housing Association and promote leadership opportunities within the residential community. Support area and satellite councils by attending programs and meetings on a regular basis.
- Work with and educate residents to create an environment that respects the rights and privacy of others, promotes consideration of individual needs in the living area, and cultivates a sense of responsibility for the community.
- Focus on developing a strong academic environment by understanding the academic needs of the community.
- Be available to assist, counsel, and socialize with residents. CAs are expected to be in the on campus housing area 5 nights a week after 7:00 p.m. and are expected to notify their supervisors if they will be staying off campus (or in another room) for the night.
- Complete area-specific community development programs, resident interviews, and community time in accordance with the community development model each semester.

PROGRAMMING

As a programmer, a successful CA will...

- Actively reach out to residents through programming that promotes social and academic interaction, fosters the development of interpersonal skills, encourages residents to take risks, challenge assumptions, and engage in reflective critical thinking.
- Complete the programming model as outlined during Fall training.
- Complete and submit online programming documentation as established by the Department.
- Support residence hall activities by attending programs and actively participating in these programs.
- Organize, plan, and attend the large Residence Life events including but not limited to: Stomp (Aug/Sept), Tunnel of Oppression (Nov), MLK Day (Jan), and Cesar Chavez Day (Mar). This may also include chairing event committees, coordinating with outside vendors (t-shirts, food suppliers), and preparing and writing follow-up event reports.

CONTRIBUTIONS TO STAFF

As a team member, a successful CA will...

- Attend and be on time to area staff meetings, CA meetings, one-to-one meetings, and other meetings as requested by one's supervisor or other Housing staff members.
- Serve as a responsible member of an area staff and maintain open communication with fellow staff members and supervisor. Work as a team player and maintain a supportive attitude and demonstrate professionalism as a member of the Residence Life staff.
- Report to the Residence Life Coordinator who is responsible for one's area. Communicate concerns related to one's community on a regular basis. (The communication link between CAs and Residence Life Coordinators is critical to maintaining a healthy and safe environment for the residents.)
- Demonstrate an understanding of potential influences of one's behavior as a CA, both on and off campus, on fellow residents, staff members, and the university as a whole.
- Serve as a representative of the Department of Housing + Dining Services. This responsibility includes being accountable for one's actions, displaying attitudes and behaviors that respectfully support the Department and the University, and reflect a commitment to diversity and inclusion.
- Maintain good working relationships with other Departmental employees.
- Actively participate in ResLife training and show respect for presenters and facilitators during training sessions.
- Actualize staff support by assisting other CAs with duty, emergency response, programs, big programs, and councils.
- Maintain a positive attitude.

ADMINISTRATION

As an administrator, a successful CA will...

- Be knowledgeable of all information included in the Staff Manual and the *Residence Life and You Handbook* (available on-line).
- Report maintenance, custodial, grounds and other facility-related concerns to one's Residence Life Coordinator and/or Housing Office/Info Desk.
- Accurately complete incident reports and submit them to one's Residence Life Coordinator by noon the day following the incident.
- Assist one's Residence Life Coordinator with the administration of check-ins, checkouts, room changes, evaluations, surveys, etc, and documentation associated with these tasks.
- Post all distributed information received in CA mailbox within 48 hours.
- Complete all administrative tasks in an efficient and timely manner.
- Be responsible for checking one's email account, voicemail and staff mailbox each weekday.
- Submit educational and community development programming reports online at least one week in advance of the program.

DUTY

In relation to duty, a successful CA will...

- Fulfill duty responsibilities, which include checking and securing buildings, fire alarms and drills, doing rounds, responding to emergencies, and assisting residents and other staff members.
- Maintain a rotating duty schedule, which entails being on duty approximately one night per week and one weekend per month. (Since a crucial part of duty is availability, CAs are required to be in their living area and available to residents when not doing rounds.)

- It is important to be prepared while on duty. It is expected that while you are on duty you will wear closed toed shoes, appropriate clothing and be identifiable as a member of ResLife staff.
- Be responsible for the VHF two-way radio and duty pack and confidential material.

TIME COMMITMENT

Being a CA requires a significant time commitment. Along with the responsibilities of duty, staff meetings, programming, etc., it is important to spend time with residents. Being visible in the living area and establishing a reasonable open-door policy are critical elements in building positive relationships with residents.

- CAs will spend between 3-6 hours each week for meetings (i.e. department meetings, one to one contact meetings, weekly staff meetings, special projects meetings, etc.).
- Because of your live-in position it is assumed that you will spend most nights in your room. For coordination efforts, you are expected to inform your RLC if you will not be on campus or in your room for the night.
- During one's time of employment, CAs may not enroll or participate in any program that requires a significant time commitment away from the halls.
- Due to the requirements of the position, CAs must obtain prior approval from their Residence Life Coordinator before committing to classes, intramurals, outside meetings, etc. which occur after 5:00 p.m. on weekdays.
- CAs must obtain prior approval from their Residence Life Coordinator before participating in employment or internship opportunities outside of the Department.
- CAs are an integral part of our emergency response operations and are expected to respond to ALL emergencies. As a result, CAs are expected to spend the night in their room with the exception of approved time off.
- CAs are permitted and encouraged to leave the campus area for one weekend each month with approval from their Residence Life Coordinator.

CAs are required to attend staff meetings. Individual staff meetings will be scheduled independently by each area staff. The CA meetings are scheduled on Tuesdays from 5:15 to 6:45 pm.

ADVOCACY

As an advocate, a successful CA will...

- Demonstrate active listening skills and reflect a genuine attitude of caring for others.
- Be aware of residents in need of assistance, guidance, and/or support.
- Provide appropriate consultation and referrals when necessary.
- Act as a positive role model who reflects and represents Housing's and Residence Life's mission and vision statements.
- Possess a general knowledge of campus and community resources.
- As a Campus Security Authority, abide by the laws regarding reporting, and maintain confidentiality when appropriate.
- Mediate roommate/suitemate issues as they arise.
- Solicit input from members of one's living area in relation to expectations for living in the community.
- Educate residents regarding Housing and University policies and procedures, and uphold these policies and procedures fairly and consistently.
- Respond to student behavior that violates community guidelines, results in damage to the living area, and/or endangers the health and safety of others. Maintain positive rapport with residents while enforcing policies.

- Promote, educate, and advocate for change regarding social justice and environmental sustainability through programming and everyday interactions with residents.

Compensation:

First-year CAs will receive approximately \$800 per semester to cover general University expenses. This stipend is broken into eight (4) installments of approximately \$200, which will be paid in February, March, April, and May.

CAs will receive a room and Gold meal plan for the academic year. CAs will be expected to use their meal points during Spring staff training.

CAs have access to the weight room, sauna, and hot tub located on the first floor of the Jolly Giant Commons. CAs may access the weight room at any time excluding when it is closed for cleaning or required maintenance.

For safety and security reasons, the hot tub and sauna may only be used when the Information Desk is open. For more information regarding the usage of the work out facilities ask your supervisor.

Additional Information:

CAs must maintain a \$100 security deposit balance with the Housing cashier throughout the academic year. CAs must also pay the \$30 activity fee required of all residents to support programs and activities in the residence halls.

A change in employment status does not release you from the contractual obligations of the Housing and Dining licenses. If your status as a CA should change for any reason, you will be responsible for any housing or dining costs that would normally be charged for the remainder of the academic year. After your last day of work, you will be required to move to another room within 5 days. If you fail to move within this period you will be charged a prorated amount for a single room for each additional day you remain in your room. Meal points will be adjusted by a daily rate based on average usage of points. Any remaining unused balance will be paid out to the former employee and any outstanding balance will be billed.

For reasons of safety and security, all persons hired by the Department of Housing must successfully pass a background check prior to the start of employment. Additionally, this background check is an ongoing service which reports any illegal incidents (arrests) that occur at any time while employed by the department.

I have read and understood, and agree to abide by the duties and responsibilities outlined in this agreement and recognize there may be additional expectations set by my supervisor. I understand that if I do not abide by these duties and responsibilities, my employment with Humboldt State University Housing + Dining may be terminated.

Signed: _____ Date: _____

Print name: _____