**Community Advisor Student Employment Contract – Apartments**

**Student:**

**Position: CA – Apartments**

**Department: Residence Life**

**Department Head: Heather Emery-Cunningham**

**Supervisor: Director of Residence Life**

**Payment schedule:** Twenty equal payments over the course of the academic year. Please note, that staff who do not work during the May term will not be paid for May term and will receive their last two stipends.

**Payment Scale: New Apartment CA - $440 monthly DH Initials: \_\_\_\_\_\_\_\_\_\_**

 **Returning Apartment CA - $465 monthly DH Initials: \_\_\_\_\_\_\_\_\_\_**

**Beginning and Ending Dates of Employment: August 2025 – May 2026**

**JOB QUALIFICATIONS AND REQUIREMENTS:**

1. A minimum of one semester on-campus residency at Simpson College required.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CAs are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the apartment building by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the building, etc.
2. Use a variety of means to survey interests, needs, and capabilities of your residents; relay campus and community information; and provide a mechanism for apartment residents to communicate with each other.
3. Be an effective listener and communicator.
4. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
5. Mediate roommate and interpersonal conflicts as necessary.

Programming:

1. Promote campus, community, and Residence Life programs.
2. Plan, initiate, and evaluate a number of educational programs each semester as required by your Residence Life (RL) Professional staff.
3. Aid with the Junior/Senior Experience programmatic efforts.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned apartment building at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty for all apartment complexes on a scheduled rotating basis, including breaks, as established by the RL Professional Staff Member of your area.
6. Interpret, enforce, and support college policies in residential areas.
7. Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.
	1. In Service Dates for the 2025-2026 Academic Year will be on the following dates between 1-2pm:
		1. September 17th
		2. October 25th
		3. November 19th
		4. January 21st
		5. February 18th
		6. March 11th
		7. April 15th
			1. **Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.**
	2. Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Professional Staff Member of your area.
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Professional Staff Member supervising your area.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students.
3. Be present in the apartment building most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance. These include, *but are not limited to*, athletics, internships, student teaching, on and off-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 11th, 2025. Specific dates for other mandatory training, etc. will be provided later.
6. Return to campus to begin January CA Training as early as 1pm on January 2nd after winter break.

**REMUNERATION:**

* Apartment CAs receive a stipend that equals $4400 paid in twenty equal installments.
	+ This includes payment during May term. CA’s who do not work during May term, will not receive the tenth and final installment.
* Apartment CAs live in specified apartments with the roommate(s) of their choice, private bedroom.
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.

Student Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Advisor Student Employment Contract – Barker, Kresge, Buxton, and Picken 2025-2026**

**Student:**

**Position: CA – Barker, Kresge, Buxton, Picken**

**Department: Residence Life**

**Department Head: Heather Emery-Cunningham**

**Supervisor: Assistant Director of Residence Life**

**Payment schedule:** Twenty equal payments over the course of the academic year. Please note, that staff who do not work during the May term will not be paid for May term and will receive their last two stipends.

**Payment Scale: New BK/BP CA - $490 monthly AD Initials: \_\_\_\_\_\_\_\_\_\_**

 **Returning BK/BP CA - $515 monthly AD Initials: \_\_\_\_\_\_\_\_\_\_**

**Beginning and Ending Dates of Employment: August 2025 – May 2026**

**JOB QUALIFICATIONS AND REQUIREMENTS:**

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 2.5 based on a minimum of 12 credit hours preferred.
3. CAs are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the hall/wing/floor by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the community, etc.
2. Be an effective listener and communicator.
3. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
4. Conduct floor meetings as needed to survey interests, needs, and capabilities of your residents.
5. Mediate roommate and interpersonal conflicts as necessary.
6. Work collaboratively with Religious Life Community (RLC) on community development initiatives.

Programming

1. Promote hall, floor, and Residence Life program activities.
2. Plan, initiate, and evaluate a number of educational programs each semester as required, including helping to facilitate area-wide and campus-wide events.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your building at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty in your area on a scheduled rotating basis as established by the Professional Staff Member of your area.
6. Interpret, enforce, and support college policies in residential areas.
7. Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.
	1. In Service Dates for the 2025-2026 Academic Year will be on the following dates between 1-2pm:
		1. September 17th
		2. October 25th
		3. November 19th
		4. January 21st
		5. February 18th
		6. March 11th
		7. April 15th
			1. **Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.**
	2. Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Professional Staff Member of your area.
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Professional Staff Member supervising your area.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students academically and socially.
3. Be present in the hall most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance, which include, *but are not limited to*, athletics, internships, student teaching, off and on-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 11th, 2025. Specific dates for other mandatory training sessions, etc. will be provided later.
6. Return to campus to begin January CA Training as early as 1pm on January 2nd after winter break.

**REMUNERATION:**

* CAs receive a stipend that equals $4900 paid in twenty equal installments.
	+ This includes payment during May term. CAs who do not work during May term, will not receive the final two payments.
* CAs receive a single CA room at no additional charge (over the normal double price).
	+ Exception to this will be CAs hired in Buxton Hall. Those CA’s will need to select at least one roommate who lives with them.
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.

Student Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Advisor – Greek Houses Student Employment Contract 2025-2026**

**Student:**

**Position: CA – Greek Houses**

**Department: Residence Life**

**Department Head: Heather Emery-Cunningham**

**Supervisor: Fraternity & Sorority Life Area Coordinator**

**Payment schedule:** Twenty equal payments over the course of the academic year. Please note, that staff who do not work during the May term will not be paid for May term and will receive their last two stipends.

**Payment Scale: New Greek CA - $350 monthly AC Initials: \_\_\_\_\_\_\_\_\_\_**

 **Returning Greek CA - $375 monthly AC Initials: \_\_\_\_\_\_\_\_\_\_**

**Beginning and Ending Dates of Employment: August 2024 – May 2025**

#### JOB QUALIFICATIONS AND REQUIREMENTS:

1. Have and maintain a minimum 2.5 grade point average - cumulative and semester.
2. Hold sophomore or higher standing.
3. Have at least one-year group living experience.
4. Maintain full-time status (12 hours each semester).
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid.
7. Employment is for a full academic year.

**RESPONSIBILITIES:** The responsibilities of the Community Advisor are broadly defined to encompass a degree of responsibility for the entire residential program. They tend to fall into three main areas: community development, programming, and administrative tasks. Typical responsibilities are outlined (but not limited to) those listed below:

Community Development:

1. Foster community development within the house by being visible, knowing the name of every resident, regularly interacting with residents, fostering positive relationships within the building, etc.
2. Be an effective listener and communicator.
3. Be knowledgeable about campus and community resources and be able to refer students to these resources when necessary.
4. Conduct floor meetings as needed to survey interests, needs, and capabilities of your residents.
5. Mediate roommate and interpersonal conflicts as necessary.

Programming (Minimum):

1. Participate in the planning and execution of one team-based campus-wide program during the year.
2. Work as a team of CAs to plan at least one all-Greek community-building program per semester.

Administrative Tasks:

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your house at the beginning and end of each academic year, returning early and remaining after the building closes (including all breaks and graduation).
3. Respond to emergency and crisis situations as reviewed in training.
4. Identify and report maintenance, custodial, and security concerns within your building.
5. Be on duty in your area on a scheduled rotating basis as established by the Professional Staff Member of your area.
6. Interpret, enforce, and support college policies in residential areas.
7. Attend all staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.
	1. In Service Dates for the 2025-2026 Academic Year will be on the following dates between 1-2pm:
		1. September 17th
		2. October 25th
		3. November 19th
		4. January 21st
		5. February 18th
		6. March 11th
		7. April 15th
			1. **Please note, that if you have a class or internship scheduled during this time, these will be the only excused absences for these trainings.**
	2. Weekly Staff Meetings are to be held at 9pm on Tuesdays of each week, unless otherwise determined by the Professional Staff Member of your area.
8. Follow up on concerns about residents and requests for information in a timely manner.
9. Complete weekly reports assigned by the Professional Staff Member supervising your area.
10. Complete collateral assignment(s) as chosen by you or assigned by your supervisor.

**ADDITIONAL EXPECTATIONS:**

1. Assist in maintaining an academic atmosphere that is conducive to the mission of Simpson College.
2. Serve as a role model to other students academically and socially.
3. Be present in the house most evenings and weekends.
4. Obtain prior approval from your supervisor before committing to activities which may interfere with job performance, which include, *but are not limited to*, athletics, internships, student teaching, off and on-campus employment, extra course load, etc.
5. Return to campus early to begin fall training on Monday, August 11th, 2025. Specific dates for other mandatory training schedules, etc. will be provided later.
6. Return to campus to begin January CA Training as early as 1pm on January 2nd after winter break.

**REMUNERATION:**

* CAs in the Greek Houses receive a stipend that equals $3500, paid in twenty equal installments.
	+ This includes payment during May term. CA’s who do not work during May term, will not receive the final two installments.
* CAs receive a single CA room at no additional charge (over the normal double price).
* The CA position is an excellent opportunity for personal and professional growth as well as leadership development.

Student Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_