



COLLEGE OF  
Saint Benedict

Residential Life & Housing

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**COMMUNITY ADVISOR EMPLOYMENT CONTRACT ACADEMIC YEAR 2023-2024**

In signing this contract, the Community Advisor (CA), as an employee of the College of Saint Benedict, agrees to fulfill the responsibilities of the Community Advisor Position Description and to the terms of this contract.

**1. PERIOD OF EMPLOYMENT**

- 2023-2024 Hires** The 2023-2024 employment period for fall semester begins on Monday, August 14, 2023 and goes through Saturday, December 16, 2023 at 10:00 pm. This contract begins again for the spring semester on Friday, January 12, 2024 and goes through Monday, May 13, 2024 at 6:00 pm.
- Fall Only Hires** The fall 2023 employment period for fall semester begins on Monday, August 14, 2022 and goes through Saturday, December 16, 2023 at 10:00 pm.
- Spring Only Hires** The spring 2024 employment period for spring semester begins on Friday, January 12, 2023 and goes through Monday, May 13, 2024 at 6:00 pm.

**2. HOUSING CONTRACT**

Each Community Advisor is expected to complete the Campus Housing Agreement and all other appropriate paperwork for living in the residence halls. Community Advisors are expected to check out as directed by their supervisor prior to departing from campus. Community Advisors are responsible for any applicable damages or cleaning charges.

**3. ACADEMIC EXPECTATIONS**

Newly hired Community Advisors are required to enter the CA position with a minimum 2.5 cumulative grade point average. All Community Advisors are required to maintain a minimum of 12 credits each semester. CAs are required to maintain a 2.5 term and 2.5 cumulative GPA during the employment period. If a CA's GPA or credits drop below the minimum required, they may be placed on employment probation or be released from the CA contract.

**4. COMPENSATION**

The 2023-2024 CA compensation is the cost of a room in a campus apartment, and a stipend of TBD (no less than \$1250) per semester of employment. CAs will receive a waiver on their billing statement for room and will be paid the stipend at the beginning of each semester (actual date is determined by Student Employment). Should the CA leave the position/be released from their contract before the end of a semester, they may need to re-pay the unused portion of the stipend and will not be able to earn the remaining funds in their work award.

**5. TIME COMMITMENT**

The CA position requires working in close coordination with the professional staff in providing services for students, as well as attempting to positively affect students' development. The CA plays a multi-faceted role in achieving these ends: administrator, mentor, limit-setter, activity/program facilitator, role model, and resource/referral agent. Therefore, it is impossible to estimate the number of hours CAs need to devote to the position. However, each CA should understand that the position is demanding in time and effort, and availability to the assigned floor/residents is critical to their success in the position.

**6. TRAINING SESSIONS**

Community Advisors are required to actively participate in fall (including applicable summer modules), mid-year training, and closing training, as well as occasional continuing education sessions. Trainings are required and Failure to participate for training may result in termination of employment.

**7. BREAKS**

**CAs are expected to assist with the closing of on-campus apartments prior to all break periods and must remain on-campus until the closing process is completed.** All staff members are required to assist during Semester Break and Spring Break closing. Each staff member must assist with either Thanksgiving or Easter Break. Assigned staff members' breaks will be determined with the Residence Director (RD) during fall training. Staff members who are fall- or spring-only staff will work the break that falls within the corresponding term.

If a CA has an extenuating circumstance (i.e. being an international student/student from outside the 5-state area, academic/athletic commitment, et. al.) that prevents them from meeting this expectation, that CA needs to work with their supervisor **in advance of the first break period in their contract** to arrange for an alternate break schedule and/or additional duties in lieu of break assistance.

## 8. VACATIONS, TIME AWAY, DUTY AND AVAILABILITY

A Community Advisor is expected to maintain intentional relationships with their residents by being available to them on weeknights and weekends. In addition, CAs are expected to be good role models, demonstrate compassion toward others, be open to differences, and promote a healthy community that supports the values of the college.

CAs are expected to request prior approval from their Residence Director regarding overnight absences from their building. **CAs are expected to remain on campus a minimum of two weekends per month.** A weekend officially begins Friday afternoon and ends Sunday evening. Official CA duty is scheduled by the individual Residence Director. CAs are expected to be available for the following activities:

- **All CAs must be on campus for all RA/CA training days and in-service days.**
- **The following events may also require residence hall staff to be on campus:**
  - Homecoming Weekend
  - Halloween
  - St. Patrick's Day Scholarship & Creativity Day Eve
  - Case Day
- **CAs will also be asked to participate in the following events:**
  - RA/CA Recruitment Activities
  - RD Recruitment, i.e. on-campus interviews with professional staff candidates
  - Campus Apartments Residential Experience (CARE) Activities
  - Professional development activities such as campus speakers and workshops
  - Alternative programming/additional duty coverage when a date is determined for Case Day, an unsanctioned annual event

## 9. KNOWLEDGE AND ENFORCEMENT OF COLLEGE POLICIES/REGULATIONS

Community Advisors must know, articulate, and personally abide by and support the policies stated in the official student handbooks of both CSB and SJU, and the terms of the housing contract. CAs are expected to document and confront violations of College and Residential Life policies. **A CA does not cease to be a CA when not on duty, or away from the apartments.** As a Residential Life employee, the CA has a definite responsibility to report violations of College policies that occur on campus at either CSB/SJU, or in the greater campus community.

## 10. USE OF ALCOHOL AND DRUGS

CAs are expected to abide by state law regarding the legal age to consume alcohol. Underage staff members who consume alcohol on or off campus will be released from their CA contract immediately. Staff members of legal drinking age who abuse or misuse alcohol, or whose behavior when using alcohol contradicts the expectations and status of the CA position may be released from their CA contract. The use of illegal drugs is strictly prohibited and will also result in the release of a staff member from their CA contract.

## 11. EXTRACURRICULAR ACTIVITIES

Extracurricular activities which require excessive amounts of time (especially nights and weekends) are strongly discouraged. Community Advisors should submit in writing to their Residence Director all the activities in which they are involved and approximate the amount of time required for these activities each semester. Community Advisors are to limit their time in extracurricular activities, as **CA responsibilities take priority.** Should conflicts arise between extracurricular activities and the CA position, the CA may be asked to give up the extracurricular activity.

## 12. ADDITIONAL EMPLOYMENT

Community Advisors will not accept additional employment while serving as a Residential Life staff member without prior written approval from their Residence Director **and** the Director of Residential Life. If approved, additional employment should not exceed 10 hours per week. Please be aware, due to Student Employment/Financial Aid policies, CAs are not eligible for additional on-campus employment.

## 13. INTERNET USAGE

Students at the College of Saint Benedict have many online tools available such as email, Twitter, Facebook, Instagram, Snapchat, Tik Tok, Group Chat, etc. Listed below are the expectations the Department of Residential Life & Housing has regarding use of online tools for both personal and professional purposes. Failure to meet these expectations may result in employment probation or termination.

- 1) Community Advisors may not post any correspondence or pictures that depict illegal or against-policy activities.
- 2) CAs may not post any correspondence or pictures that depict themselves, other staff members, or College of Saint Benedict and Saint John's University students participating in illegal or against-policy activities.
- 3) CAs must respect the privacy of all persons at the College of Saint Benedict and Saint John's University. CAs will not post personal information about any resident, student, or staff member pertaining to medical issues, conduct issues, or other private matters. In addition, CAs may not post personal information about residents including, but not limited to phone numbers, addresses, class schedules, birthdays, etc.
- 4) CAs may not use online tools in a manner that would represent their position, the department, or the institution in an inappropriate manner.
- 5) CAs may not use online tools to target students for policy violations.

- 6) CAs using online tools who see a policy violation or other inappropriate behavior involving a resident(s) or staff member should report this to their Residence Director.
- 7) CAs should role model good posting behavior and be aware of how much personal information they post online about themselves.
- 8) CAs who post pictures of their floor/community members on the Department of Residential Life & Housing website or social media accounts must have a signed photo waiver from each person pictured.

**14. RETENTION AND REAPPOINTMENT**

Community Advisor retention and reappointment is contingent upon student evaluation, Residence Director evaluation, overall job performance of the Community Advisor, and staffing needs. Each CA's performance will be reviewed periodically, and the appointment may be terminated at any time if the CA's performance is unsatisfactory, and/or has not shown improvement. Reapplication and interview are required for reappointment consideration.

**15. FAILING TO COMPLETE CONTRACT DATES/LEAVING EARLY POLICY**

Any staff member not able to complete their contract and work until the end of the fall semester/end of the spring semester contract dates will be charged for leaving early and failing to complete their assigned duties. Staff members who leave early will be "charged" \$20 per hour for each unfulfilled hour remaining on their contract or \$160 a day for each unfulfilled day on contract. This will show up as room and board fees needing to be paid on the staff member's account. This amount will be determined by the staff member's Residence Director **and** the Director of Residential Life. Staff members can be charged up to \$800 for leaving early. In addition, staff members who leave early may be ineligible for reappointment for future employment by Residential Life & Housing, or for receipt of letters of recommendation/reference from the department.

**16. STATEMENT OF ETHICAL CONDUCT**

Every member of the Residential Life staff makes a personal commitment to professional honesty and integrity, to seek knowledge, and to share that knowledge freely with others. Such a commitment is essential for the Residential Life program to perform its proper function and to ensure continued confidence among the staff and students we serve. Each CA's actions and words should positively reflect the Department of Residential Life & Housing.

When in disagreement with a department policy, directive, or decision exercised by another campus entity or staff member, the CA should express their opinion or complaint to their direct supervisor, who will share it with the appropriate department personnel for information or action. Behaviors not consistent with the standards and norms recognized as professional or ethical will not be tolerated in any employee working for Residential Life & Housing.

Each Community Advisor agrees to:

- 1) Not to share confidential, private, or restricted information under any circumstances with residents or other students. This includes information about residents and/or any other information they have been privileged to know because of the CA position. Examples include, but are not limited to, private information such as date of birth, home address, home phone number, disciplinary actions, employment history, as well as protected health information. This information may be found in many forms, including hard copy (paper), electronically (computer programs, e-mail, or computer server applications), and verbally (face-to-face or telephone).
- 2) Not to promise confidentiality from Community Advisors, Resident Assistants, Residence Directors, the Director of Residential Life & Housing, or other college officials to an individual. Protocol may require reporting of what the student confides.

**Having read the Community Advisor Contract and understood its content, I accept this appointment for the 2023-2024 academic year.**

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Community Advisor Printed Name & Signature

Date

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Residence Director Signature

Date

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Director of Residential Life & Housing Signature

Date