**Community Advisor**

Community Advisors (CAs) are employees of the Department of Housing and Residential Life and the Division of Student Affairs at Eastern Washington University (EWU) who work under the direct supervision of University Housing Staff. Duties may include, but are not limited to:

* Providing positive role modeling.
* Establishing and maintaining credibility and good rapport with residents, university faculty and staff.
* Helping to oversee Residential Life by helping to create and maintain an effective and positive community experience within the residence halls.
* Planning social events.
* Affirming and enforcing residence hall rules, EWU policies, and the Vision and Values of the Residential Life department.
* Providing support for departmental initiatives, coordinating and reporting concerns to Maintenance, Facilities and Custodial and Dining Services.
* Supporting inclusive communities in the residence halls and at EWU and helping to create and maintain non-discriminatory campus and living environments.
* CAs must be active in pursuing opportunities to develop and grow in the area of culture/multiculturalism, sex, race, gender, sexual orientation, disability, etc.
* Performing other related duties as assigned or required.

This position requires living in EWU On-Campus Housing.

This position will report to the Residential Life Coordinators in Housing and Residential Life.

This position will work an average of 19 hours per week including weekends and evenings and will not be eligible for other student employment positions at EWU while under contract as a Community Advisor.

**Required Qualifications:**

Applicants must have a minimum overall GPA of 2.5 at the time of hire.

Applicants are expected to maintain status as a full-time student at EWU.

Must have attended and successfully completed Psyc 297 Student Leadership Class prior to hire.\*\*\*

Applicants must have excellent customer service and people skills.

Applicants must be reliable, responsive, willing to take direction and follow guidance.

Applicants must have a professional demeanor and the ability to effectively communicate with a diverse population via phone, in person, or electronic communications.

Applicants must have experience living in on-campus housing at EWU or equivalent community living experience.

Applicants must have excellent time management and teamwork skills.

Applicants must have demonstrated administrative skills.

**Preferred Qualifications:**Previous experience in CA position at EWU or equivalent position at another University/Community College.
Previous experience responding to crisis situations.
Commitment to diversity and inclusion work at EWU or equivalent University/Community College.
Experience living in EWU on-campus housing preferred.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range Room and Board**