



CLARE APARTMENTS PEER ADVISOR

Qualifications

- Be a Viterbo full time (12 credits or more) undergraduate student enrolled for the spring of 2016
- Possess at least a 2.5 cumulative GPA (3.0 preferred) at the time of application, start date, and during employment
- Have previous leadership experience (resident assistant experience preferred)
- Commit to fulfill position for one academic year

General Responsibilities

The Peer Advisor (PA) will be a key member of the Student Life staff. As a front-line paraprofessional, it will be the PA's responsibility, under the direction of the Director and Assistant Director of Student Life, to assist student residents, serve as a resource person, plan and implement social programs, assist with facility and apartment change issues, positively represent the department and University, and be a key facilitator of community building for his/her area. It is expected that the PA position will be the principle nonacademic activity for the student.

Applicants selected for the PA position must return to campus early to attend training in August and January. PAs must remain on campus after other students at the beginning of winter break and end of the year, for closing and checkouts. Specific dates will be outlined in the PA Contract. PAs must be available throughout the academic year for weekly meetings and in-services.

Specific Duties

1. Maintain availability to Clare Apartments residents. Remain on campus two weekends per month.
2. Coordinate social activities and socialize with residents in community development activities
 - a. See Community Development expectations
3. Perform administrative duties including, but not limited to, check-ins/outs, surveys, work orders, and information distribution
 - a. Facilitate two all-hall meetings per semester
4. Each PA will provide Clare Apartments front desk coverage for two hours each weekday
 - A. Greet students and others when they enter the building
 - B. Develop and post a desk schedule
 - C. Sort resident mail during desk hours
 - D. At least two of these hours each week must be evening hours after 6pm
5. Refer students to appropriate campus resources
6. Maintain visibility at a minimum of two campus activities per month
7. Actively participate in a Student Life committee, such as Staff Training, Staff Social, or Sustainability Committee
8. Participate in weekly building meetings with supervisor; maintain daily contact with Student Life staff members
9. Submit maintenance requests to Physical Plant
10. Submit incident reports to Office of Student Life
11. Attend all training and in-service workshops
12. Co-advise Clare Apartments residents' council
13. Act as a positive role model for other students

Community Development Expectations, Objective: Create an off-campus feel within a campus community

- One door decoration per semester
- Two passive programs per semester (i.e. Halloween candy in mailboxes, snacks in study rooms during midterms)
- One building-wide, large scale program per semester
- One community service program/service/initiative during the year*

- One additional educational program during the year*
- Work with RHA reps and Clare Council to coordinate at least one building potluck each semester
- Meet with each apartment to complete a Roommate Success Plan within the first six weeks of the semester

*These programs should not take place within the same semester

Benefits

The PA position provides a significant learning experience for students. Quality personal and professional development is provided through extensive workshops, in-services, leadership conferences, and hands-on experience working with a team. The PA position provides development of skills transferable to future career or leadership positions.

Financial benefits include a room in a two-bedroom apartment and a 15-meals per week meal plan at no cost. The room and board benefit is considered a scholarship as part of the financial aid package. Each applicant should check with the Financial Aid Office to determine how the position would impact his/her financial aid package.

Viterbo University Student Life Learning Outcomes (Clare):

Academics: *Students will learn...*

- to **balance** academic and other pursuits
- to use knowledge gained from classroom and extracurricular experiences and **apply** it to everyday living
- to make **progress** toward graduation and post-college plans
- the skills necessary to **study** effectively in an independent living environment

Personal: *Students will learn to...*

- make **healthy lifestyle** choices
- follow **safety** procedures and know the importance of such procedures
- navigate mature **relationships** and set boundaries in living situations
- effectively manage **conflict** and deal with the consequences
- understand their **personal identity** and reflect on how it relates to their community

Leadership: *Students will learn to...*

- analyze situations from **diverse perspectives**
- recognize the role of **collaboration** and interdependence in community living
- connect to the **community** outside of campus
- recognize effective **leadership** skills and opportunities to develop as leaders
- engage in **discussion** around sensitive issues
- be **civically-engaged** leaders and develop a commitment to service