January 29, 2014

Dear Community Advisor Applicant:

Thank you for your interest in the UW-Marathon County Residence Life program and the Community Advisor position. We are excited to be starting the selection process for the 2014-2015 academic year. In order to aid you in the application process as much as possible, we have compiled this informational packet. Included in this packet you will find an application, an overview of the CA position, selection timeline, and two reference forms.

To apply for a CA position, please complete and submit the following:

- The enclosed application
- Typed responses to the Response Items on the application
- Two reference forms (if you live in Marathon Hall, one form must be filled out by a current CA)

Please submit your application materials to the front desk of Student Affairs or the Marathon Hall front desk no later than **10:00 p.m. on Friday, February 28, 2014.**

Please read the enclosed timeline carefully. Interviews are required for those candidates who are invited to participate in them (dates listed on the timeline). In addition all job offers will be contingent upon successful completion of a background check (which would take place after offer letters have gone out) and verification of spring semester grades.

If you have any questions at any point during the selection process, please contact me at 715-261-6232 or deanna.corry@uwc.edu.

Thank you again for your interest in the CA position!

Sincerely,

Deanna Corry
Residence Hall Director—Marathon Hall
Marathon Hall Staff Application

Biographic Information

Full Name: ___________________________                    Student ID.# ___________________________
  (Last)                                      (First)

Present (School) Address: ________________________________________________________________
  Street  City  State  Zip

Permanent Address: ________________________________________________________________
  Street  City  State  Zip

E-mail Address: ___________________________                    Phone # ___________________________

Education

Institution attending  ( ) UWMC  ( ) NTC

Present classification  ( ) Freshman  ( ) Sophomore  ( ) Other

________________________________________  __________________________________________
  Major                                         Minor

________________________________________  __________________________________________
  Total Credits to date                         No. of credits currently in progress

________________________________________  __________________________________________
  Cumulative GPA                                Current GPA (estimate)

Short Answer Questions:
Please respond to the following items on a separate sheet of paper. Limit your responses to two typed pages.

1. List any high school and college activities and honors (indicate positions of responsibility):

2. List involvement or activities you’re involved in or have been involved in outside of the UWMC or NTC:

3. Please list each class you are taking as well as the professor (spring 2014).
4. What commitments do you plan on having throughout the 2014-2015 academic year?

5. Why do you want to be on the Marathon Hall Staff?

6. What qualities (skills, experiences, etc.) do you have that qualify you for this position and will help you be successful in this position?

7. What is the purpose of having Community Advisors in Marathon Hall?

8. Do you meet the required 2.5 cumulative GPA? If not, please explain why you feel we should still consider you as an applicant.

9. After reading through the CA job description, what do you think you would enjoy the most about the job you’re applying for? Least?

10. What new program ideas do you have that could be implemented at Marathon Hall?

**Work Experience**

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<td>Responsibilities:</td>
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May we contact any of your above employers? Yes____ No____

Other comments or information regarding your application:

To the best of my knowledge, the information that I have provided on this application is truthful and correct. I realized that intentional falsification of statements on this application will subject me to disqualification as an applicant for the Marathon Hall Staff, and if hired, will lead to immediate dismissal.

Signature: ____________________________________________ Date: ________________

I give the Marathon Hall staff permission to verify my cumulative and semester GPA. By signing this release, I understand the minimum GPA for a Community Advisor is 2.50. If hired, this release shall remain in effect throughout my employment to Marathon Hall.

Signature: ____________________________________________ Date: ________________
Community Advisor (CA) Position Description

As a Residence Life staff member, the Community Advisor (CA) serves as a resource to students and staff. The CA lives in the residence halls and eats at the residence hall dining facilities. They are directly supervised by the Residence Hall Director. The CA's overall goal is to promote residents' academic success and personal growth, specifically as this relates to the residents' living with others and being responsible members of their residence hall community.

Guidance and Advising

1. Develop and maintain an appropriate relationship with each member of the CA's individual community, as well as with other residents of the building.
2. Be available to students and responsive to their questions and concerns. A CA can do this through being familiar with campus and community resources, so as to be an informed referral agent.
3. Assist students in their personal and social development by providing individual and group advising.
4. Assist students in their academic endeavors by fostering an individual community environment conducive to study, aiding students in time management promoting good study skills and other strategies.
5. Assist roommates in discussing strategies for mutual respect, as well as completing a roommate agreement in the first two to three weeks of the semester.
6. Encourage students to be involved in hall and campus leadership opportunities.
7. Maintain confidentiality and foster relationships based on trust and mutual respect.
8. Create an inclusive environment in Marathon Hall.

Role Modeling

1. Serve as an appropriate role model to students by:
   - Attending class regularly
   - Practicing good and effective study habits
   - Having a genuine concern for the welfare of others.
   - Promoting responsibility for one's community
   - Promoting positive, healthy and inclusive social interactions
   - Demonstrating effective use of free time
   - Showing regard for a healthy lifestyle
   - Accepting responsibility for one’s actions
2. Serve as a role model on and off campus in observing State of Wisconsin laws, campus policies and Residence Life regulations and policies. CAs should interpret and enforce such policies and regulations consistently and encourage positive student participation in enforcement.

Community Living

1. Provide and promote a well-balanced offering of programs/activities designed to enhance the growth and development of the individual and community.
2. Enhance and support involvement in the planning and implementation of programs/activities.
3. Create and maintain an inclusive living environment.
4. Attend programs as determined by the RHD.

Administration and Staff Support

1. Provide administrative support for students and staff:
   - Working at the front desk
   - Assisting in check-in/out procedures
   - Participating in Rounds including break duty
   - On call opposite weekends as assigned by RHD
   - Holding floor meetings
   - Aiding in room changes
   - Responding to emergency situations
   - Attending staff meetings, trainings, and developments
   - Complete assigned duties promptly and thoroughly
   - Follow all policies and procedures
   - Check student email account and voicemail daily
2. Assist in the maintenance and improvement of physical facilities by
   • Promptly reporting damages or other related problems
   • Promoting energy conservation
   • Developing contacts with custodial staff
   • Educating students on Common Area Damage
   • Encouraging students to take responsibility for their community
   • Taking down expired posters
   • Closely protecting staff keys and assume responsibility, including financial, for the keys

3. Complete administrative procedures in a timely, accurate and thorough manner (e.g., disciplinary process and other reporting procedures).

4. Function as a cooperative team member in relationships with staff by:
   • Promoting consistency
   • Helping solve mutual problems
   • Providing personal and professional support
   • Maintaining prompt and open communication

5. Work cooperatively with all levels of Residence Life when necessary (e.g., participating in staff recruitment and selection process).

6. Develop necessary skills by:
   • Attending all required staff training and development
   • Reading relevant materials
   • Becoming familiar with campus and community resources
   • Seeking additional training as needed

7. In consultation with the Residence Hall Director, practice personal and professional growth by defining goals, taking action to meet them, evaluating progress, and being receptive to feedback.

8. Perform additional tasks appropriate to the position as assigned by the Residence Hall Director.

9. Perform additional tasks appropriate to the position as assigned by the Residence Hall Director, Senior Community Advisor, Administrative Specialist, and Coordinator of Auxiliary Services/Director of Residence Life.

Time Commitments
1. Spring training— semester prior to employment (times and dates to be announced). Approximate time – 8-10 hours.
2. Fall training— approximately 2 weeks before Marathon Hall opens (tentative start date: August 13, 2014). Usually 8-10 hours per day.
3. Winter Training— scheduled before classes begin Spring Semester—2 days, 8-10 hours per day.
4. Time commitment while school is in session – Approximately 20 hours per week (including meetings, duty, programming, committee work, etc.)

Qualifications
1. **Must maintain a cumulative 2.5 GPA.**
2. Must be in good academic standing and returning for the full 2014-2015 academic year.
3. Ability to effectively mentor students in the areas of personal and academic related issues.
4. Energy and enthusiasm for assisting students.
5. Emotional maturity necessary to cope with day-to-day decisions involved in maintaining the hall.
6. Must have a sensitivity and concern for others as individuals.
7. Sophomore, Junior, or Senior status for Fall 2014 preferred.
8. Experience living on campus preferred.

Compensation
1. Single room and meal plan.
2. Small monthly monetary stipend.

Benefits
1. Gain valuable leadership, peer mentoring and decision making experience.
2. Develop communication and interpersonal skills that will be helpful in future jobs.
3. Make an impact in the lives of UWM/NCT students.
4. Develop working relationships with campus staff.
5. Meet many new people and make new friends.
University of Wisconsin-Marathon County  
Community Advisor Reference Form

Name of Applicant: ____________________________________________

The above mentioned person is applying for a Community Advisor (CA) position in Marathon Hall at the University of Wisconsin-Marathon County. They are asking you to do an evaluation of their skills and assets for this position. Following is a brief summary of the job responsibilities.

CA Job Responsibilities:
• Serve as a resource, peer advisor, and mentor to residents of assigned floor.
• Assist residents in developing floor/hall community and encourage students to make the most of their college experiences.
• Assist in creating a positive environment and facilitate healthy relationships among the residents. This includes spending time interacting with residents, assisting in conflict resolution, facilitation of respectful interaction, and encouraging acceptance and participation among all community members.
• Plan programs and activities that expose students to new ideas, promote social interaction, and offer an opportunity for individual growth, education, and development.
• Develop positive and open working relationships with students and staff campus wide.
• Act ethically and responsibly in all interactions with students when on campus and off campus.
• Role model effective study habits and behaviors.
• Abide by and enforce all University and Marathon Hall policies.
• Make students aware of the rights and responsibilities they share within the floor and hall community.
• Confront and document inappropriate behavior in an assertive and responsible manner.
• Remain on campus in Marathon Hall on weekends and evenings when assigned duty.
• Complete administrative and paper work duties as assigned by the hall staff.
• Serve on assigned Marathon Hall programming committees.
• Work as a desk staff member at the front desk on scheduled duty nights.
• Participate in all training sessions held in the spring semester, prior to fall semester, and on-going throughout the academic year.
• Attend weekly staff and individual one-on-one meetings with the hall staff.

* * * * * Please Note * * * * *

Reference forms received after **February 28, 2014** may cause the applicant not to be considered.

Please complete the back side of this form and return to the front desk of UWMC Student Services or send to:

Deanna Corry  
Marathon Hall  
University of Wisconsin-Marathon County  
615 Garfield Avenue  
Wausau, WI 54401
Please evaluate the applicant by circling the number on each continuum.

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<tr>
<th></th>
<th>Excellent</th>
<th>Average</th>
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Comments about this candidate’s qualifications: 
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you recommend this individual for an CA position?  ____Yes  ____No  ____With Hesitation

Please explain:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How long have you known the applicant and in what capacity?  ____________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Signature)  (Printed Name)

(Position, title, or relationship to the applicant)  (Date)

Phone Number __________________________  Please return this form to the front desk of Student Services or the address listed on the front.
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Community Advisor Reference Form

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(Position, title, or relationship to the applicant)  (Date)

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## Timeline for CA Selection 2014

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<tr>
<td>February 28</td>
<td>CA applications due by 10:00 p.m. to Marathon Hall front desk or Student Affairs front desk</td>
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<tr>
<td>March 4</td>
<td>CA interview offer letters out by 12PM (via email)</td>
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<tr>
<td>March 6-7</td>
<td>CA candidates sign up for interviews at the front desk in Marathon Hall</td>
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<tr>
<td>March 11-13</td>
<td><strong>CA Interviews (time &amp; location TBA)</strong></td>
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<td>March 26</td>
<td>CA decision letters out by 12PM (via email)</td>
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<td>CA Spring Training</td>
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