

Fenestra Community Advisor Position Description

2018 – 2019

In an effort to create thriving living-learning communities amongst first-year students in the residence halls, the Fenestra Community Advisor position will focus on the needs of first year-students as they navigate their experience during the implementation of Fall Orientation and throughout the academic year in the residence halls. This position will work closely with Resident Director team in the Office of Residence Life & First Year Experience.

Selected FCA candidates will also serve as an Orientation Leader during Orientation in August 2018. During their roles as an Orientation Leaders (OL), the FCA will facilitate various aspects of first year, transfer, and family orientation and serve as representatives of Chapman University to help foster the students' connection to the Chapman community. As an OL, you will be required to attend all aspects of the retreat, training, and Orientation Week (late August 2018).

In their roles, the FCAs will be an integral part of the residence life staff working on building linkages between the Fenestra living-learning communities in the residence halls and their corresponding academic units (colleges/schools/departments) on the Chapman campus. The FCAs' primary area of focus will be building a sense of academic community via access to resources and connections to key stakeholders (faculty, academic-based clubs & orgs, academic advisors, tutors, etc.), followed by collaborative programming efforts with Resident Advisors and administrative tasks.

RESPONSIBILITIES

ORIENTATION LEADER

- Assist with the setup and implementation of all programs offered during Welcome Week
- Encourage and facilitate student involvement in all Orientation programs
- Co-lead an Orientation Group consisting of 25 new first-year or transfer students
- Work collaboratively with other OLs, faculty, and staff when required during Orientation
- Attend all Orientation Leader team meetings
- Serve as a general resource and Chapman representative to new students and their families
- Assist the Office of Residence Life and First Year Experience staff and student Orientation Coordinators with other duties as assigned

FENESTRA COMMUNITY ADVISOR

- Address first-year student academic needs through building connections with key campus stakeholders and bringing their resources into the Fenestra living-learning communities , including but not limited to:
 - Academic Advising
 - Tutoring Resources
 - Study Skills
 - Academic sense of belonging

- Review Sessions
- Faculty Programs
- Assist Resident Advisors in Fenestra living-learning communities in identifying at-risk students in their communities and working to meet their unique needs
- Work with Resident Advisors to create intentional faculty outreach programming to emphasize the importance of faculty/student interactions outside the classroom environment
- Publicize key college/school/department-based initiatives to the students of corresponding Fenestra living-learning communities within the residence halls via print materials, social media updates, and word-of-mouth
- Conduct a “weekly presence” program in the assigned Fenestra living-learning community to provide drop-in advising to residents and to gauge the climate of the community
- Maintain a high level of knowledge of campus resources and refer when appropriate
- Informally check in with students identified in Mapworks as needed
- Mediate roommate conflicts as they arise, meeting with individual roommates and the group (as appropriate), following up to ensure resolution, and documenting interaction
- Maintain an active presence at large community-wide events, assisting where needed
- Complete tasks and projects as assigned by a supervisor
- Maintain scheduled office hours
- Attend weekly staff meetings
- Attend training sessions prior to the beginning of the academic year
- Attend staff development meetings Friday’s from 3:00pm-5:00pm, and additional training sessions throughout the year
- Collaborate with Faculty in implementing programs

QUALIFICATIONS

The successful FCA candidate must:

- Be a full time student, in at least their third semester with at least a sophomore student status, and maintain a minimum semester and cumulative grade point average of 2.5
- Exhibit professionalism, a prompt and dependable work ethic, and a positive attitude
- Be equally capable of working well on a team and independently
- Have the ability to make new students and their families feel comfortable during their time at Chapman
- Be under no administrative, behavioral, or conduct sanctions

- Be able to manage time effectively
- Be able to plan and implement academic programs

TERMS OF EMPLOYMENT

Appointment begins August 2018 and concludes May 2019. It is expected that all FCAs attend the entirety of all Office of Residence Life and First Year Experience trainings and complete a year-long term in the position. Throughout the year, the FCA works 10-12 hours/week.

BENEFITS

Projected Rate of Pay: \$10.50 per hour (Non-work-study or Work-Study may apply, however, students with Work-Study awards will receive priority.)