****

**Student Life Community Advisor**

**Job Description**

The Community Advisors (CAs) are a group of four students who live in the on-campus apartments and function as an extension of the Student Life Department. Student Life focuses on caring for students holistically, helping to mitigate challenges that may impact a student’s ability to continue at Denver Seminary, and providing spaces for students to connect and cultivate a sense of belonging. As student representatives living in the on-campus apartments, the Community Advisors will be developed as leaders who influence their community by modeling good neighboring and encouraging connection.

**Functions and Responsibilities**

1. **General Team Participation:** Members are expected to regularly attend scheduled meetings with the CA team and other Student Leaders and participate in all CA organized resident events.
2. **Community Life:** As a group, the Coordinators creatively and intentionally foster healthy community practices amongst on-campus residents, especially focusing on new residents. They also oversee the maintenance and continuance of various student resources such as the Community Room and Community Swap areas.
3. **New Student Care:** Each CA member functions as a “host” to any new students moving into on-campus housing, making contact via text message, phone, and e-mail, and meeting in-person if opportunity allows. (10% of your hours)
4. **Professional Development Opportunities:** CAs can expect that they will learn through working together with the CA team, planning and implementing programming, monthly leadership seminars, 1-1 meetings with staff and a leadership training day each semester.

Members of the CA team can expect to grow as leaders in the following areas of professional development and ministry experience:

1. Organizational Communication
2. Conflict Resolution
3. Administrative Accountability
4. Cultural Competency
5. Organizational & Group Dynamics
6. Collaborative Evaluation & Decision Making
7. Project Management & Oversight

**Membership Details**

* The Community Advisor team includes members selected through an application process; applicants must have lived in Denver Seminary on-campus housing for at least one semester;
* A membership term lasts one academic year (*Aug-May*);
* Staff members of the Student Life Department serve as supervisors and maintain the right to revoke membership if they determine that expectations established below are not being met;
* Membership is estimated to involve about **80 hours** per semester (approx. 3-5 hours per week);
* Each member will receive a **$200 dollar a month** rent reduction (*Aug-May*).

**Academic and Behavioral Expectations**

* Maintain satisfactory academic progress for your degree program as defined by the Academic Catalog;
* Attend and assist with New Student Orientation, Welcome-Back, O2 and other relevant all campus events each semester;
* Make every effort, including rearranging one’s personal work schedule, to be available as a representative of the on-campus resident population for ad-hoc events or meetings.

****

**Student Life Community Advisor**

**Professor Reference**

Name of Applicant: 

Name of Reference: 

Character/Personal Traits

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Truly Outstanding** | **Above Average** | **Average** | **Below Average** | **No Basis for Judgment** |
| Integrity |  |  |  |  |  |
| Leadership |  |  |  |  |  |
| Self-Confidence |  |  |  |  |  |
| Warmth of Personality |  |  |  |  |  |
| Team Player |  |  |  |  |  |
| Cultural Competency |  |  |  |  |  |
| Diligence |  |  |  |  |  |
| Emotional Maturity |  |  |  |  |  |
| Personal Initiative |  |  |  |  |  |
| Innovative and Creative |  |  |  |  |  |
| Spiritual Maturity |  |  |  |  |  |

How would you describe the applicant’s three greatest strengths?

Please comment on any weaknesses that would concern you about this person serving in a leadership position.

**Summary Recommendation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Enthusiastically Recommend** | **Strongly Recommend** | **Recommend with Hesitation** | **Not Recommended** |
|  |  |  |  |

Please return this reference form either to the Student Life and Enrollment Office or electronically via email to [studentlife@denverseminary.edu](mailto:studentlife@denverseminary.edu) by **Friday, February 21st.**