

Community Advisor Position Description 2025-2026

Want more information? Ready to apply? Visit our website - [CLICK HERE!](#)

Position Overview

The Community Advisor (CA) position is an approximately 15-hour per week, live-in, student leader position in Housing & Residential Education within the Division of Student Affairs at the University of Utah. CAs support the HRE mission to create engaging communities where students live, learn, and thrive. CAs support all residents and center their work around community safety and support.

Within a residential community, Community Advisors work as a team with fellow student leaders to make residents feel at home on campus by assisting with the development of the area-wide community, Residential Curriculum, administrative responsibilities, emergency response procedures, planned learning outcomes, and cross-collaboration with Resident Advisors (RAs), Residential Peer Mentors (RPMs), the Residence Hall Association (RHA), and the National Residence Hall Honorary (NRHH).

Community Advisors are supervised by and report directly to Resident Community Coordinators (RCC), Graduate Assistants (GA), and/or other HRE professional staff.

Mandatory Dates

*These dates are subject to change based on updates to the academic calendar from the Office of the Registrar and departmental needs

- ◇ Student Leaders Fall Move In: August 3, 2025, as early as 8am
- ◇ Student Leader Fall Training: August 4, 2025 – August 15, 2025 (all day)
 - Fall Training may require Student Leaders to complete Summer Training Modules/Tasks
- ◇ Resident Move In/Opening (Fall): August 11, 2025 – August 17, 2025
- ◇ Closing/Health & Safety Checks (Winter): December 13, 2025 – December 14, 2025
- ◇ Student Leaders Spring Move In: January 2, 2026, as early as 8am
- ◇ Resident Move In/Opening (Spring): January 2, 2026 – January 4, 2026
- ◇ Closing/Health & Safety Checks (Spring): May 2, 2026 – May 3, 2026
- ◇ Weekly Team Meetings and Monthly In-Services: Every Thursday from 3:30PM to 5:00PM (tentative)

Eligibility

- **Must attend one (1) mandatory information session during the 2024-2025 school year ([see info session dates](#))**
- Must complete the application in full and submit it on time through the Housing U portal
- Must be enrolled as University of Utah students for the entirety of the Fall 2024/Spring 2025 academic year in a full time or part time capacity
- Must have completed two (2) full time semesters at the University of Utah by June 1, 2025
- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours
 - For graduate level students, maintain at least 9 and no more than 12 credit hours.
- Serve for a full academic year, from Sunday, August 3, 2025, to Sunday, May 3, 2026.
- All Student Leaders must maintain a minimum 2.5 GPA (semester and cumulative).
 - CAs serving in an Honors area must maintain a minimum 3.5 GPA (semester and cumulative).
- Remain free of any disciplinary sanctions imposed through the University conduct system in addition to local,

state, and federal laws.

- Establish and remain in good financial standing with Housing & Residential Education and the University of Utah.
- Limit other University of Utah employment to 5 hours per week or less (including jobs with University of Utah Hospitals). This requires supervisor approval.
- Limit extracurricular activities (examples: clubs and organizations) to 10 hours per week. This requires the student leader to inform their supervisor.
 - During the appointment period, Student Leaders will not be approved to hold executive leadership positions in RHA, NRHH, or ASUU.
- Must be able to attend an in-person, on-campus interview (January 27-31, 2025).
 - A small number of virtual interviews may be available (February 1, 2025) for candidates experiencing extenuating circumstances, upon request - requests are not guaranteed to be approved.

Responsibilities

Community Advisors are responsible for a variety of duties and tasks necessary to create a safe and comfortable environment for residents to learn and grow. CAs are an after-hours resource, conducting building walkthroughs, for residents looking for community connections, interaction, or urgent assistance. Residential Education has broken down the CA responsibilities into the categories below. This is not an exhaustive list of responsibilities.

- Community Builder: Foster a culture of belonging with and among the residents of your assigned area through intentional, consistent, and positive interactions/events.
 - Initiate meaningful interactions with residents while serving on duty
 - Implement Safety Initiatives (safety related programming in residential areas)
 - Deescalate conflict between residents while on duty
 - Demonstrate strong interpersonal skills and good customer service
- Referral Agent: Refer residents to appropriate resources to support their success.
 - Promote university initiatives and events
 - Identify community trends and needs
 - Refer residents to their Resident Advisor or Residential Director for on-going support and engagement
- Team Member: Maintain positive communication and interactions with other student leaders and professional staff including housing & residential education administrative services staff, living-learning programs staff, facilities staff, custodial staff, dining staff, and accounting staff.
 - Be a positive role model
 - Assist with departmental/divisional initiatives (i.e. Welcome Week)
 - Represent the department on committees, interview panels, etc.
- HRE Administrator: Correctly complete all forms, paperwork, and tasks related to your role.
 - Post important information in your assigned duty zone
 - Log information and data for events and initiatives (i.e. safety initiatives)
 - Meet at least bi-weekly for one-on-one meetings with your direct supervisor
 - Assist with Hall-Opening, Hall-Closing, Health & Safety Checks and other administrative protocols
- Student Support & Accountability: Ensure the safety and well-being of all community members by appropriately reporting all incidents and serving on duty
 - Serve on weekly duty rotation in a variety of duty zones and conduct walkthroughs (duty rounds) in assigned area
 - Includes weekends and evenings throughout the academic year and may include break periods.
 - Complete multiple duty rounds each night (when on duty) in their assigned duty zone.

- Community Advisors are responsible for thoroughly checking all parts of the residential communities in their assigned duty area (including interior and exterior of the buildings).
- Receive duty calls through an HRE provided duty phone while on shift and respond in person as needed.
- CAs duty is from 5pm-8am on weekdays and 24 hours on the weekends. Usually only 8 CAs are on duty at one time. CAs are *not* required to stay awake or in the duty community for the full duty shift but must be within a specific radius for response and always answer the duty phone.
- Write and submit Incident Reports
- Write and submit CARE Reports
- Respond to emergency situations as directed by HRE Staff and emergency responders and/or in accordance with the Emergency Procedures Manual (EPM)

Compensation

- Community Advisors receive credit via their Housing U account for the cost of their [student leader room](#) as assigned by HRE. Student Leaders are responsible for any fee associated with optional services requested. (i.e., Bed Lofts)
 - All student leaders are placed in a single bedroom. Some student leaders may be placed in single bedrooms within a suite or apartment unit.
- Swoop Sapphire [Meal Plan](#)
- Student Engagement Fees waived

Additional Information

- This role is a one-year appointment that requires reapplication to return for the following academic year
- The Community Advisor role will require duty rounds and travel to specific on-campus locations for mandatory, in-person meetings/events. Transportation for these duties is not guaranteed. Any transportation and/or mobility aid(s) needed to consistently fulfill these duties is the responsibility of the Community Advisor to provide. All Community Advisors should be able to complete duty rounds (about 6 miles of distance) and lift at least 15 pounds. For assistance with accommodations, please work with the University of Utah [Center for Disability & Access](#).
- If you have specific accommodation needs for your potential student leader housing placement (approved through Center for Disability & Access), please be sure to note that in your application or communicate with the committee via email (SLselection@housing.utah.edu). *This is not a request for you to disclose any personal or medical information.* Once employment offers are sent out, we typically do not change student leader placements unless there is a CDA accommodation we need to meet.