**Cultural Advisor Position Description**

Cultural Advisors work and collaborate with resident students by focusing their time, energy, and talents on making the residence halls safe, welcoming, and supportive communities for every student. The primary emphasis of CAs is facilitating connections among residents that promote community and inclusion, which they do by sharing information about campus and community resources related to diversity and inclusion, and by planning programs and events that promote learning and understanding across differences.

**Parameters of the position:**

Cultural Advisors live in pre-designated residence hall single rooms or double rooms with a roommate of their choosing. Starting in year 2020-2021, CAs will not reside in first-year residence halls in order to leave more room for the first-year students. CAs will reside in pre-determined rooms in upper-class student housing, will still serve each building by offering two “office hours/mini programs” every other week, in a public lounge space. At each office hour the CA will offer some information about a campus resource, or topic that relates to the CA mission as well as be available for individual conversation and consultations with residents. Materials for these “mini programs” will be provided by the CA leadership, with the opportunity for the CAs to suggest additional topics. Oversight and supervision of the CA program is led by Common Ground. Although they are unpaid positions, CAs by design will have numerous opportunities to develop transferable and marketable leadership skills. The term of the position is one full academic year, unless a one semester position is mutually agreed upon at the time of the offer of the contract.

**Specific expectations of the Cultural Advisor include:**

* Attend and fully participate in six days of training before the start of the fall semester, and one day of training prior to the spring semester.
* Staff the first Orientation SpiderNights offered to all incoming students.
* Attend two-hour bi-monthly CA staff meetings which include dinner, half-hour bi-monthly one-on-one meetings with Common Ground staff, and attend Residence Life staff meetings at least once every month.
* Be consistently present in your designated residence hall two hours every other week, in the same visible location, where you will offer the mini programs and be present to engage with residents, offer consultation or support.
* Offer “office hours/mini programs” every other week in your designated residence hall, on a topic suggested by, or approved by, CA leadership. Materials related to the resources will be prepared by the CA leadership with CA input.
* Maintain a bulletin board of resources in your designated hall, and keep the materials attractive and up to date.
* CAs in apartments will coordinate a monthly dinner series called Meet and Eat, where 6-8 students are invited to either cook or eat together who all don’t know each other. Guest lists must be approved by Common Ground and should include a wide variety of friends and acquaintances of the CA, such as International students, underclassmen, and students with diverse backgrounds, in order to facilitate new and meaningful connections.
* Host one SpiderNights program per semester and staff two others in addition to the first two SpiderNights. The host plans and develops the event, and the staff is there for set up through clean-up of the event.
* Encourage residents to take advantage of campus opportunities to learn about and make connections across differences by marketing relevant opportunities to residents via bulletin boards, hall Group Me, or other creative methods.
* Be a resource for residents about University diversity resources including student organizations, administrative offices, and the programs of the Office of Common Ground.
* Support RAs in relation to programming and resources that support inclusive community.
* Develop positive relationships with and among resident students.
* Participate regularly in hall activities.
* Understand and uphold all University policies.

**Requirements for the position:**

* CAs must maintain at least a 2.5 cumulative GPA and have no judicial violations on their record. Judicial violations that occur during the student’s time as a CA may result in immediate removal from the program.
* Students must maintain all the responsibilities of the position in order to continue as a CA in good standing.
* Students who decide to, or who are asked to, leave the program will be asked to vacate their room and move to another available space on campus in order to free up that space for a replacement CA.