

Application Packet for the

2018-2019

Community Advocate

Applications must be submitted via email to RD Quint
Geis at geis@gonzaga.edu by:

Friday, March 30th at 4:30pm

Office of Housing and Residence Life
Gonzaga University
Crosby Center 201
Spokane, Washington 99258



Off-Campus Housing Mission: The overall philosophy and mission for offering off-campus housing is to provide students the resources to be connected to campus, to guide them through the academic, curricular, and relational portions of their life, and provide a strong community, while also educating and assisting them through the housing process. We attempt to build positive landlord-tenant relationship for renters, treat all residents with care and concern, and provide an educational component through the rental process. We hope our off-campus residents view renting a property from Gonzaga University as a value-added educational experience and anticipate the lessons residents learn in their off-campus rental experience will assist them in purchasing their own home from an informed point of view pertaining to costs, benefits, and challenges. We are focused on creating intentional relationships with the Logan neighborhood and exercising what it means to be a good neighbor in living in community with the Logan neighborhood.

Gonzaga University Owned Off-Campus housing is comprised of 13 theme houses and three apartment complexes throughout the Logan Neighborhood, approximately 100 residents. With the increase of off-campus properties, student needs, university expectations, and Residence Life goals, the Community Advocate Staff was created to assist the Residence Director in developing the off-campus community, assisting residents, and helping manage rental processes.

2018-2019 COMMUNITY ADVOCATE (CA) APPLICATION

The information to be provided on the following pages will be essential in your overall evaluation as a candidate for Residence Life Staff.

Last Name _____ First Name GU ID Number

Current Phone Number: _____ Cell Phone: _____

Current Address: _____ (include Box #) Email: _____

Permanent Address: _____ Permanent Phone: _____

Current Year at Gonzaga:

Grad 4th year 3rd year 2nd year 1st year

Present Major: _____ Expected Graduation Date: _____

Semester GPA: _____ Cumulative GPA: _____

THE APPLICATION

To be considered for a Community Advocate, please provide the following information:

- 1) Resume that reflects relevant experience to the Community Advocate position.
- 2) Please address the following situations via email and address it to [geis@gonzaga.edu].
Feel free to be as creative as you wish.
 - a. Send a welcome e-mail to the theme houses illustrating the following information:
 - i. Ensure that each house has proper cleaning supplies that are laid out in their rental agreement
 - ii. Ensure that each house has completed their Room Condition Form
 - iii. Remind them about expectations for the semester: Attend monthly Logan Neighborhood Association meetings, host one event, and complete a service project that directly impacts the Logan neighborhood.
 - b. Please respond to the following email:

Hi CA,

The latch on my kitchen window is broken, and I don't know what to do. Can you fix this for me please? Also, the billing for this month seems to be really high, and we were under the impression that we were not supposed to be paying that much for our electricity bill.

Thanks!

Pat

TIMELINE OF APPLICATION (ESTIMATION)

- Application Due- March 30th
- Reference Due- April 6th
- CA Interviews- April 9th - 13th
- Offers- April 16th

RECOMMENDATION

Recommendations are due by 4:30pm on Friday, April 6th

One of the following references is required: your current RD, RA, CA, ARD, or Employer.

Please ask this person to evaluate you in your capacity as a member of your Residence Hall Community or workspace. **If you are not currently living on campus, or have never lived on campus at Gonzaga, please substitute this recommendation for a reference from a current or past employer.*

The following information about your reference is required in order for the selections committee to contact them:

Full Name (First and Last): _____

Email Address: _____

A brief reference survey will be sent to the reference listed above. Applications will not be considered complete until your reference form has been completed and received by the RD.

APPLICATION CONFIRMATION

Please **initial** the following statements indicating that you have read and agree to the best of your knowledge and ability:

____ I have read and understand the information contained in this packet including the appropriate position description(s).

____ If appointed as a staff member, I understand that I must perform all duties in a satisfactory manner or my appointment may be terminated.

____ All of the information in this application is correct to the best of my knowledge.

Community Advocate Job Description 2017-2018

This position is designed for two-three student staff, depending on demand and year, who are in their third year at Gonzaga or higher. The student staff member must live in university owned off-campus housing. CAs will be provided rent-free housing as compensation for responsibilities.

The CA(s) will provide essential support to a professional Residence Director who is assigned by the University to manage university owned off-campus residential properties and work with those students living off-campus in those facilities to provide assistance, support, information and professional resources. In addition, CAs work diligently in the Logan Neighborhood to foster a good relationship between the university and its neighbors.

Each CA will be assigned special assignments throughout the year, which are comprised of the following categories: theme house management, campus relations, and community outreach. Furthermore, the CA will be a resource to assigned properties, serving as the primary contact for off-campus residents. CAs will work with residents to place work orders, develop and execute theme house events, and educate them about policies and procedures. The CA will assist the Residence Director by providing skill, presence, and accomplishing tasks as assigned and loosely described below:

Finally, the Community Advocate will be responsible for working collaboratively with the Northeast Residence Life Staff to ensure a relationship between on-campus and off-campus students within the same block.

General Responsibilities

- Develop relationships through personal contact with off-campus residents (i.e. attend a house dinner)
- Encourage strong student leadership in off-campus block and theme houses (i.e. block council)
- Attend Northeast Block staff meetings and trainings when relevant
- Attend weekly 1:1 with the RD and ARD of Northeast Block
- Attend weekly CA Staff Meeting with RD and ARD
- Attend monthly Logan Neighborhood Association meetings
- Support resident in the execution of their programming requirements (two social events and one service project)
- Help mediate off-campus roommate conflicts when needed

- Work to integrate the Gonzaga Residential Experience Model into off-campus residents
- Plan and organize end of year barbecue to welcome new theme house residents

Support Services for GU Residents

- Explain Housing Agreements
- Inventory of property conditions (Shovel Snow, Submit Work Orders)
- Work with theme houses in designated area to encourage a stronger leadership role within the Logan neighborhood
- Teach simple courses on property care (i.e. snow removal, snow melt application, recycling, etc.)

Other Job Requirements

- Assist RD in running theme house and CA selection (this includes interviewing theme house applicant groups and interviewing CA candidates)
- Manage the GU Off-Campus Resident Facebook page with relevant content and features (i.e. House of the month)
- Show properties to prospective student renters
- Check students in and out of properties
- Other reasonable tasks assigned by the Residence Director and Assistant Residence Director