## Job Openings

Salary is $1166.52/month (17 hours per week flexible time)

**First Review Date:** March 31st, 2016

### Job Description

- Assist residents with conflict resolution, problem solving, disputes with neighbors, and peer advising. Direct residents to appropriate outreach services.
- Assist in maintaining and upholding community standards.
- Rotate a duty phone and address student crisis and intervention.
- Assist with lock outs.
- Schedule apartment showings to prospective residents. Be available for staff training, and have a flexible work schedule, including weekend on-call duty and holidays and school vacations.
- Assist with disasters. Cooperate with staff to assist residents during emergencies. Participate in emergency preparedness training.
- Maintain communication among the Department of Housing and Dining Services, Family Housing and Resident groups.
- Propose, organize, and implement cultural and community-building activities and events for residents. Attend Family Housing and Department of Housing and Dining Services functions as designated by the Community Director.
- Write, layout, develop, and distribute monthly newsletter. Deliver flyers to residents as required by the Community Director.

### Qualifications

- This position is open to University Village residents.
- Non-citizen or non-US resident applicants must have a work authorization and proof of health insurance.
- Directly related work experience is required.
- Demonstrated ability to interpret complex issues and deal effectively with different personalities and backgrounds.
- Ability to work well as a part of a team.
- Willingness to be flexible with hours and handle unpredictable service requests.
- Applicant must possess strong listening and conflict resolution skills, and experience applicable to position of Community Advisor in an educational setting preferred.
- Experience working in an international setting preferred.

## Community Advisor

A background check is mandatory for this position.

**Students:** Apply at Callisto (Job ID number #917504)
**Non-students:** Apply at jobs.berkeley.edu (Job ID number #21329)