Alternative Breaks
Staff/Faculty Advisor Position Description

Staff/Faculty Advisors are an integral part of the AB program. Student Experience Leaders coordinate the logistics for the trip, facilitate team activities and reflections and serve as the main contact for community partners. Staff/Faculty Advisors serve as a learning partner for the student team and as an advisor for Experience Leaders by providing support, guidance and resources throughout planning, educational and experiential activities before, during and after the immersion trip.

It is important for Staff/Faculty Advisors and Experience Leaders to proactively discuss expectations they have for each other and specific tasks to be distributed. In general however, all Staff/Faculty Advisors will be expected to:

**Before the Immersion**
- Meet with Experience Leaders on a regular basis to discuss trip-planning process and provide guidance and assistance where needed. (Meet with the Experience Leader twice a month in person & have virtual check-ins (over email, gchat, phone) at least weekly with Experience Leaders)
- Advise Experience Leaders in the trip-planning process (including budget, fundraising, community partners, logistics, issue education, and social justice education)
- Assist your team in fundraising efforts to offset the cost of the trip for participants
- Attend team meetings & service activities as available; assist team leaders in setting meeting agendas & objectives
- Attend all Staff/Faculty Advisor trainings (dates listed below)
- Maintain regular communication with AB Staff providing updates and insight into progress
- Attend the AB Kickoff (October 18, 6:00-8:00 pm)

**During the Immersion**
- Attend the entire immersion trip (including travel to/from site) with the team
- Create deep meaningful dialogue, inquiry and critical thinking contributing to students’ transformative learning
- Serve as a resource for the Experience Leaders concerning group dynamics and logistics as needed
- Encourage and support Experience Leaders as the primary guides, facilitators and leaders of your AB experience
- Manage money for food, gas, and other expenses (obtained from university working funds)
- Take appropriate actions in case of an emergency on the trip
- Participate in all service and reflection experiences during the trip

**After the Immersion**
- Turn in all expense reports and receipts
- Complete Advisor Assessment
- Participate in post-trip team activities & service
- Participate in the AB Reunion (April 7)

**Benefits**
- Opportunity for personal development through participation in an extended service-learning experience
- Opportunity for professional development through advising interactions with a small group of students from a variety of college departments and interest areas across campus
- Staff/Faculty Advisors’ trip expenses (including transportation, lodging, and food) are covered in full

**Final Note**
- Opportunity to share personal expertise or research interests with a group of students in a real-life setting

**Important Dates for Staff/Faculty Advisors**
- **Wednesday, September 14:** Meet & Greet with Experience Leaders (6:30-8:00 pm, PG Room, Stamp)
- **Tuesday, September 20:** Meet & Greet with Experience Leaders (4-6:00 pm, Ballroom Lounge, Stamp)
- **Wednesday, September 21:** Advisor APPLICATIONS DUE by 8:00am
- **Thursday, September 29:** Advisor Orientation (9:00 am-11:30 am)
- **Friday, October 7:** Advisor & EL Training (4:00-6:00 pm)
- **Wednesday, October 19:** Advisor Lunch Hour (12-1:00 pm)
- **Friday, November 4:** Advisor & EL Training (4:00-6:00 pm)
- **Thursday, December 1:** Advisor Lunch Hour (12-1:00 pm)
- **Friday, December 9:** AWB Advisors and Experience Leaders only (4:00-6:00 pm)
- **January 12-22:** Alternative Winter Breaks
- **Tuesday, January 31:** Advisor Lunch Hour (12-1:00 pm)
- **Friday, March 3:** ASB Advisors and Experience Leaders only (4:00-6:00 pm)
- **March 18-25:** Alternative Spring Breaks
- **Friday, April 28:** SAB Advisors and Experience Leaders only (3:30-5:00 pm)
- **May 20-27/30:** Summer Alternative Breaks

*These are drop-by events. You only need to come during one date.*