Community Assistant Position Description 2015-2016

Overview
Community Assistants work together as a complex team. They attend training sessions at the beginning of each semester and periodically throughout the year. Community Assistants maintain a 2.5 GPA, both by semester as well as cumulative. This position is a yearlong appointment, lasting from August to May.

Objectives
The Community Assistant position has five main objectives that are vital to the position. Below each one is outlined in further detail.

• **Resource**: A CA is knowledgeable about campus resources and able to provide accurate information to students.
• **Safety**: A CA is able to identify and respond accordingly to a variety of issues pertaining to student safety on campus in a timely manner.
• **Community**: A CA develops and encourage a respectful and inclusive community.
• **Student Retention**: A CA understands their role in supporting student success both academically and socially at the University.
• **Professionalism**: A CA is able to fulfill all their responsibilities as a representative of the university in a respectful, professional manner.

Position Responsibilities
The Community Assistant position requires attention in many different areas and is a 20-hour a week position. The following is an average breakdown of the typical Community Assistant’s responsibilities.

• **Available to Residents**- CAs are expected to create and maintain a sense of community within the apartments through resident interactions and regular availability.
• **Programming**- CAs plan and implement between 12-15 programs a semester.
• **Bulletin Boards**- CAs are responsible for the creation and upkeep of floor bulletin boards, which cover a variety of topics relevant to residents needs.
• **Duty**- While on-call, CAs sit at the desk from 7pm-11pm on weeknights and 9pm-2am on weekend nights; doing rounds of the apartment buildings. Typically one/two weekend shifts and three/four weekend shifts a month.
• **Meetings**- CAs attend many meetings throughout the year to further their knowledge of the RA position. These include but are not limited to, staff meetings, meeting with their senior staff supervisor(s), meeting with other RAs, and meetings with students.
• **Administrative Duties**- CAs complete and turn in paperwork relevant to check in and check out, desk tasks, programming, and duty responsibilities.