



GENERAL DESCRIPTION

A Community Assistant serves as a peer educator and helper in order to facilitate the personal and academic growth and development of residential students. Community Assistants are selected on the basis of leadership experiences, communication and interpersonal skills, ability to be a positive role model academically and behaviorally, interest in working with students to develop a positive floor/building community and willingness to promote their own personal growth and development.

THE COMMUNITY ASSISTANT IS EXPECTED TO:

- Support the goals, expectations, and mission statement of the Office of Housing, Residential Living and Dining and perform duties accordingly.
- Be regularly available/visible to residents each day.
- Work with others collaboratively, including OHRLD staff, maintenance, university police, and Academic Success Mentors (ASMs).
- Hold the position secondary only to academic requirements.
- Function as a positive role model at all times, including at activities that occur on University property and in the local community.
- Follow the policies and regulations regarding student behaviors as stated in **The Source** and the **Residence Hall Housing License Agreement and Dining Services Contract**.
- Accept challenges to personal growth and utilize feedback to improve performance.

SPECIFIC RESPONSIBILITIES:

Community Development and Leadership

- Work with students to develop floor environments that provide a cohesive community with a reasonable degree of quiet and order that also protect the rights and privacy of each individual.
- Complete educational, academic, and social programming requirements as outlined in the OHRLD Staff Manual and by the Assistant/Graduate/Residence Director. Programming requirements will vary by community in order to meet residents' needs.
- Encourage student participation in University and residence hall-sponsored programs.
- Serve on duty for the community, including, but not limited to: conducting rounds to enforce policy and interact with residents, encouraging civic involvement and serving as a resource for the community.
- Inform students of behavioral regulations established in **The Source** and the **Residence Hall Housing License Agreement and Dining Services Contract**. Promote student understanding of their responsibility for living within these guidelines.
- Appropriately confront students and document behavior that violates policies and procedures. Follow up with student(s) and/or the Assistant/Graduate/Residence Directors as necessary.
- Support programs and projects by the Residence Hall Council (RHC). Depending on your building placement, one or more CA may be asked to serve as an RHC liaison.



- Attend judicial hearings as required.
- Assist new students in their adjustment by supporting university orientation activities.
- CAs who serve on a special interest floor or in a specialty building will have responsibilities relevant to that special interest.

Support

- Assist students regarding personal, social and/or academic concerns or needs; refer students, as necessary, to appropriate university and/or community resources.
- Assist students in mediating conflicts, both proactively and reactively.
- Inform and update the Assistant/Graduate/Residence Director of any important floor/building occurrences and of students with possible emotional, physical and/or mental health concerns.
- Initiate and maintain regular contact with floor residents throughout the year in order to develop positive relationships.
- Promote and demonstrate respect for all students, inclusive of all races, ages, ethnicities, genders, sexual orientations, religions, abilities, etc.

Administrative Duties

- Promptly and accurately complete, by established deadlines, all assigned administrative duties as required by the building director and Head Community Assistant. This includes (but is not limited to): forms, logs, and weekly reports.
- Meet regularly with the Assistant/Graduate/Residence Director.
- Conduct floor meetings.
- Post information/notices on the floor.
- Attend and participate in all staff meetings, development and training programs.
- Provide desk coverage as directed by supervisor in the unexpected absence of an office worker in order to meet the needs of the community.
- Implement specific procedures for closing and opening the residential buildings as stated by the Assistant/Graduate/Residence Directors.
- Cooperate with and demonstrate support for maintenance and custodial personnel. Alert building directors to maintenance or housekeeping problems.
- Conduct Health and Safety Inspections (2 per semester)

OTHER

- **The Community Assistant will assume other professional responsibilities and duties as assigned by the Assistant/Graduate/Residence Director.**