

# **Community Assistant Job Description**

## **IUP Office of Housing and Residence Life**

### **JOB 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 and Residence Life and perform duties accordingly.
- Be regularly available/visible to residents each day.
- Work with others collaboratively, including OHRL staff, maintenance, university police, Resident Safety Assistants, Peer Mentors, etc.
- 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:**

#### **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 building 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.

#### **Community Development and Leadership**

- Work with students to develop floor environments that provide a reasonable degree of quiet and order and protect the rights and privacy of each individual.
- Complete educational, academic, and social programming requirements as outlined in the OHRL Staff Manual and by the building director. Programming requirements will vary by building.

- 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 building director as necessary.
- Attend judicial hearings as required.
- Support programs and projects by the Residence Hall Council (RHC). One or more CA on each building staff will serve as an RHC liaison.
- 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.

#### **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.
- Conduct floor meetings.
- Post information/notices on the floor.
- Attend and participate in all staff meetings, development programs, and training programs, (including staff seminar).
- 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 building director.
- Cooperate with and demonstrate support for maintenance and custodial personnel. Alert building directors to maintenance or housekeeping problems.
- Conduct Health and Safety Inspections (2-fall; 2 spring)

#### **OTHER**

- **The Community Assistant will assume other professional responsibilities and duties as assigned by the building director.**