



Community Assistant Job Description

Center for Residence Life Services Mission Statement

The Mission of the Center for Residence Life Services is to collaborate with students, faculty, and staff in providing services which support students' academic, social, and personal development by fostering diverse, engaging, and responsible communities.

Overview of the Community Assistant Job

The Community Assistant (CA) at Clarion University is a student who, because of his/her maturity, scholarship, experience, and interest, has been selected by the Center for Residence Life Services staff to assist with various aspects of the Residence Life Program. CAs are in a unique position in that they have closer student contact than any other staff member. As accepted members of the peer group, CAs are more readily approachable concerning personal problems, and are in the best position to serve as a positive role model through their conduct.

Community Assistant Responsibilities

Retention and Recruitment

- Ensure their assigned residence hall fosters an environment where academic pursuits are a priority and supported
- Encourage residents to become active in hall, campus, and community activities
- Ensure assigned residence halls are kept clean and presentable
- Be welcoming and hospitable to all visitors within the campus and hall community
- Serve as a resource for all prospective students and their families who tour the campus
- Identify and assist residents with personal, social or academic concerns (current or potential) and make appropriate referrals to professionals as necessary
- Promote, support and actively participate in faculty interaction in the residence halls
- Inform residents of deadlines and pertinent information concerning academic matters and upcoming campus activities

Effective Community Engagement

- Develop an open, honest, intentional relationship with each resident in his/her community
- Strive to develop a sense of community among residents
- Encourage self-discipline, self-government, and a respect for individual rights among residents; encourage individual assertiveness
- Be visible and available to talk with residents about concerns, interests, and needs

- Seek student suggestions, and encourage students to participate in programs offered by staff and hall council
- Encourage residents to become active in hall, campus, and community activities
- Promote a working relationship among the residence hall staff, students and Hall Council with regard to activities, concerns and mutual goals
- Facilitate and/or assist in the development of a Community Agreement
- Inform the Residence Life Coordinator of actual and potential problems which interfere with the living-learning atmosphere
- Facilitate roommate agreement process and mediate roommate issues as they arise

Community Education and Development

- Plan and execute intentional activities and programs that will assist residents in making connections with one another, developing new skills or knowledge, and/or familiarize residents with university programs, activities, and services
- Fulfill programming requirements established by the Center for Residence Life Services
- Prepare monthly bulletin boards using the criteria outlined in the Center for Residence Life Services programming model

Cultural Competency

- Promote acceptance and appreciation of the Clarion University Non-Discrimination Statement which asserts respect for human diversity
- Attend and encourage resident participation in hall and campus activities such as public lectures, exhibits, intramural sports, concerts, etc. that specifically address issues of diversity
- Encourage residents to be accountable for their actions both within the hall and the classroom
- Encourage residents to appropriately confront others who engage or promote cultural insensitive activities

Community Living Norming

- Abide by hall and university policies as outlined in the Student Conduct Code, Residence Hall Handbook, as well as state and federal laws
- Know and understand the rationale for hall policies, university policies as outlined in the Student Conduct Code, Residence Hall Handbook, and state and federal laws to be able to communicate this information to residents and establish behavioral expectations accordingly
- Support various student conduct decisions made by Center for Residence Life Services staff and the Office of Judicial and Mediation Services
- Encourage self-discipline, self-government, and a respect for individual rights among residents; encourage individual assertiveness

Hall Administration

- Assist with the opening and closing of the hall(s) each semester and for every break closing
- Submit reports and paperwork as required by supervisor by the indicated deadline
- Participate in hall duty as determined by the Residence Life Coordinator
- Report problems with facilities or building damage and cooperate with maintenance staff in achieving a quality physical environment within the community

- Assist university offices in various administrative tasks such as evaluations, surveys and the distribution of material to residents, as well as providing building tours when required
- Know and utilize emergency procedures as appropriate
- Attend and actively participate in weekly staff meetings held (Tuesdays from 9 PM - 11 PM)
- Assist with daily residence hall operations

Paraprofessional Education and Development

- Attend and actively participate in all training and in-service sessions offered by the Center for Residence Life Services
- Attend weekly hall staff meetings and one-on-one meetings with your supervisor
- Attend and actively participate in all new staff support staff meetings during your first semester of employment

Expectation of Time Commitment

Community Assistants need to be in their residence hall a minimum of twenty quality hours per week, especially during the hours of 5pm-12am. While it is understood that a staff position in the residence halls cannot easily be translated into hours worked per day or week because of the unique nature of the responsibilities, the position requires a genuine personal commitment and a firm understanding of the varying demands of the actual time involved. Quality hours can be defined as, but not be limited to, time spent conducting programs with the residents, addressing resident and community development issues, and staff development opportunities including committee or staff meetings. CAs may be scheduled for duty whenever the residence halls are open, including University holidays. CAs are also required to have a minimum of five office hours (one hour per day) scheduled Monday - Friday when residents will be able to find them in their room and available to assist residents with questions, problems or concerns. It is important to understand that CAs are still expected to be available outside of their five formal office hours per week for resident interaction. CAs will follow the Center for Residence Life Services "In By" scheduling system which is outlined in the position contract.

Other Commitments and Employment

Community Assistants are encouraged to participate in the life of the campus and community; however, no commitment should interfere with responsibilities of being a student in good standing or with the responsibilities of the position. When conflicts arise between CA duties and extracurricular activities, CA responsibilities take priority. To ensure that outside activities are appropriate, they should be reviewed with the Residence Life Coordinator at the beginning of the year and periodically throughout the year.

Qualifications

To be eligible for the Community Assistant position the candidate must:

- Have a minimum cumulative quality point average of 2.5 for undergraduates and 3.0 for graduates.
- Have lived in a university-supervised residence hall or a community living experience for at least one full semester prior to his/her appointment date.
- Be willing and able to be employed for at least two semesters.
- Not be on disciplinary probation at the time of application. A probation or suspension must expire one full semester prior to application.
- Have no plans to student teach during the first semester of employment.