Community Assistant Job Description

Residence Life of Clarion University strives to create a welcoming residential community and to maintain a comfortable and safe environment for students residing in our residence halls and apartments.

Community Assistants (CAs) are crucial to the success of these goals. CAs are the University's representative to resident students, and consequently, they have broad responsibilities extending to all areas of the students' physical, social, academic, and emotional well-being. Residence Life expects students accepting these positions will exercise high standards of moral and ethical conduct in their performance both on and off campus and follow all university and Residence Life policies.

The objectives of the CA position are focused around building a positive community on the floor and within their building; assisting residents with both personal and academic concerns; helping residents connect with each other and Clarion University; knowledge of and upholding university policy; serving as a resource and/or liaison for the university; and assisting in the operation of Residence Life.

Educational Benefits and Desired Outcomes

Upon completing the CA position experience, the student will…

- Develop effective verbal and written communication skills.
- Learn to be a good listener and follow directions.
- Build self-confidence and work ethic.
- Further develop interpersonal skills.
- Learn how to provide customer service and to deal with difficult people.
- Gain experience working as part of a team.
- Develop multitasking skills needed for success in a busy work environment.
- Understand the importance of taking initiative and being flexible and adaptable.
- Learn to work collaboratively with other office staff members to accomplish common goals.
- Complete work assignments in a timely manner.
- Learn the significance of workplace politics and how to interact positively with supervisors and co-workers.
- Develop computer proficiency in word, access, excel, and any specialty software used by specific offices.
- Learn how to problem-solve, think analytically, and take initiative.
- Understand the importance of being punctual and bringing a positive attitude to the workplace.
- Acquire time management skills by learning how to balance academics, employment and social life.