Federal Work Study Job Description

Department: Housing

Supervisor/Contact Person: Jake Warner

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Job Title: Community Assistant Position (CA)

Job Description:

The Community Assistant (CA) is a position with the greatest opportunity to have a positive impact on students. Within the Housing & Residential Life network, you will be able to maximize your own potential and greatly enhance your University experience. We regard this position as an opportunity for developing leadership and a sense of responsibility. Being a CA is a learning experience and friendships will be formed that will last for many years.

The general responsibilities for all Community Assistants are listed below:

General Office Responsibilities
- Check-in and check-out of residents as well as assisting with other procedures during opening, closing and throughout the year.
- Lockout procedures are conducted whenever students are locked out. Community Assistants are expected to complete lock-outs in a timely manner and log all lockouts appropriately, consistently, and without bias.
- Communication of information to students through postings or distribution of notices and/or personal delivery.
- Assistance with special projects (Preview Day, Spotlight Weekend, Move-In Weekend).
- Duties related to Residential Facilities concerns including reports, work orders, and other administrative duties as required.
- Review, and be familiar with, policies and procedures contained in the Resident Handbook and website.
- Sorting, distribution, and forwarding of incoming and outgoing mail and packages.
- Attendance at all staff meetings and scheduled in-service training sessions is required.

Community Assistants are expected to represent themselves and Housing & Residential Life in a professional manner in all phases of their responsibilities. Appropriate behavior, both on and off campus is expected, including, but not limited to, abiding by all University rules and regulations, all policies and procedures set forth in the Terms & Conditions of the Housing Agreement and Resident Handbook.