POSITION: Community Assistant

CLASSIFICATION: Student Employee

POSITION SUMMARY: This is a student position responsible for a floor, wing, or area of a residential community. The primary function of this position is to assist with personal and academic concerns of students and to facilitate any community conflicts that may arise. The CA serves as a facilitator and a role model to fellow college students to encourage a cooperative and considerate group living environment. The CA is a resource for campus and residential community living – serving to attempt to make the residential experience a valuable one for fellow students.

SUPERVISOR: Graduate Community Director or Community Coordinator

CONDITIONS OF EMPLOYMENT:
1. Have completed two full post high-school semesters at the time of appointment (Sophomore) at the time of employment.
2. Have and maintain a minimum cumulative residency grade point average (GPA) of 2.75 at the time of application and throughout appointment period.
3. Be available for a full academic year (Fall to Spring semesters; August to May) if the agreement period begins in August.
4. Be a full time student in good standing at the University of Mississippi and maintain status as a full-time student throughout appointment period. Full time is considered a course load of at least 12 hours for all undergraduate students.
5. During term of appointment, not have any other assistantship, fellowship, or other employment regardless of inside or outside the University of Mississippi.
6. The CA position is principle non-academic activity and other conflicting extracurricular activities discussed and or approved with supervisor.
7. Attendance of all scheduled and periodic training and development activities, specifically those scheduled in Fall (approximately 10 days prior to term beginning) and Spring.
8. Reappointment is based upon performance, satisfactory evaluation, continuing enrollment in the University, and an interview with member of residential learning team (GA or Pro).

RESPONSIBILITIES:
1. Develops personal relationships with residents of his or her floor or assigned area of responsibility.
2. Supports the mission and educational priority of the Department of Student Housing.
3. Knows, supports, abides by, enforces, and communicates all university polices, procedures and regulations.
4. Perform administrative tasks in a thorough and prompt manner and as instructed (including, but not limited to reporting incidents and appropriately documenting concerns/violations of policy, completing reports, submitting work order requests with students, etc.)
5. Encourages academic engagement and concepts of engaged scholarship with students.
6. Encourages responsible behavior and concepts of responsible citizenship with students.
7. Encourage principles of individual responsibility and respect for others’ development through role modeling, challenging and education.
8. Is consistent in behavior and actions toward all students.
9. Maintain a high level of accessibility for fellow students; demonstrating interest by being available and accessible to meet student needs throughout term of appointment, often beyond regularly scheduled duty times.
10. Encourages active student involvement in floor, building community, and campus-wide activities.
11. Supports community councils through attendance and encouragement of activities and events. The CA will also support community organizations and the Residence Hall Association by encouraging students to be involved and by attending sponsored events and activities.
12. Actively refers students to appropriate campus resources based on needs of the student (ex. counseling, dean of students, violence prevention, etc.)
13. Addresses misconduct concerns and documents concerns appropriately and as necessary.
14. Attend and participate in all scheduled trainings and in-services to prepare for position responsibilities.
15. Work the community desk for six (6) hours each week or as often as deemed necessary by residential community professional team for purposes of duty.
16. Attend and participate in all meetings including, but not limited to: weekly staff meetings, community staff meetings and one-on-one meetings with your supervisor.
17. Maintain positive working relationships with fellow CAs and residential community teams (including desk staff, maintenance, custodial, etc.)
18. Maintain high level of ethical standards in all interactions with people in the course of the position responsibility and appointment period, whether on duty or not.
19. Accept responsibility for equipment issued as part of the position responsibilities (including but not limited to payment and reimbursement for replacement of ID tag if lost or damaged).
20. Actively participate in all community opening, closing, and transition-related activities including student check ins and checkouts as necessary.
21. Actively assist in crisis or emergency situations as necessary and as appropriately trained or instructed.
22. Maintain appropriate confidentiality and reporting pertaining to incidents and/or student information, consulting up with appropriate supervisor(s) as necessary and required.
23. Perform other duties consistent with the purpose of the position.