SUMMER COMMUNITY ASSISTANT
2018 Position Description

GENERAL STATEMENT

Summer Community Assistants are an integral part of the University's summer residence hall program as administered by the Office of Residential Life. Community Assistants assume responsibilities which underscore the important role of residential life in the educational experience of students at the University of Notre Dame. Community Assistants promote the integration of all aspects of campus life and assist in establishing a residence hall environment which supports the University’s educational objectives.

Community Assistants are regarded as role-models and University representatives. Therefore, they should always conduct themselves in an honest, conscientious, and professional manner. They are expected to support, enforce, and personally abide by all University and Office of Residential Life regulations and policies as outlined in du Lac, and to interpret them as necessary. Summer Residence Hall Staff members are expected to support and promote the Catholic mission of the University.

A Summer Community Assistant can expect to receive opportunities for personal and professional development, growth in leadership skills, and a chance to connect with professional Residential Life staff through the position. The Summer Community Assistant position allows students the chance to serve and develop others while receiving the training and skills necessary for future campus leadership opportunities.

QUALIFICATIONS

• Rising-Sophomore student status required; Rising-Junior, Senior or Fifth-Year student status preferred.
• Previous residence hall staff experience and/or student leadership training preferred, but not required.
• Preference will be given to candidates who are available for the entire summer (May 13 – August 15). This includes the entire Summer Session and interim periods. Appointment is for the length of service as outlined and may be adjusted through mutual consent.

SPECIFIC RESPONSIBILITIES

Counseling/Advising/Community-Building Responsibilities

1. Advise students within the hall concerning academic, personal, and social concerns.
2. Refer students, when necessary, to appropriate services within the University.
3. Confer regularly with the Summer Hall Director about concerns for individuals and/or groups.
4. Maintain availability/accessibility to University staff and residents. Maintain availability to residents beyond scheduled duty times.
5. Plan, promote, and execute social programs throughout the summer which meet the needs of the community.

Administrative Responsibilities

1. Assist with insuring the safety and security of the residence hall and promoting an environment free of safety and health hazards.
2. Support the Summer Hall Director in maintaining an environment conducive to study and/or community group living.
3. Regularly report maintenance and security/safety problems to the Summer Hall Director.
4. Be regularly available in the hall as determined by the Summer Hall Director.
5. Actively participate in the residence hall on-call duty schedule.
7. Foster procedures of operation that foster a good working relationship between students, Building Services, Maintenance, staff and other University personnel.
8. Assist with other administrative duties as assigned by the Summer Hall Director, including but not limited to: lockouts, mail distribution, Room Condition Reports, key inventories, etc.

**Discipline Responsibilities**
1. Interpret University and departmental policies and procedures to students and oversee enforcement in residence hall.
2. Assist students in developing personal responsibility for their actions and respect for the rights of others.
3. Work closely with the Hall Director on matters of conduct.
4. Properly prepare and follow through on disciplinary reports.

**Staff Development Responsibilities**
1. Participate in orientation and training for summer residence hall staff and participate in ongoing training.
2. Attend weekly staff meetings.

**CONDITION OF EMPLOYMENT**
Community Assistants are expected to be on campus and available for orientation and training as prescribed by the Office of Residential Life. Community Assistants must schedule and complete an exit appointment with the Hall Director to turn in keys and necessary reports.

The Community Assistant position is intended to be a part-time position. Hours may vary weekly, but typically average between 10 and 25 per week. The academic load of Community Assistants shall not interfere with responsibilities as outlined above and should not exceed two courses for the summer. Only with the advance permission of the Office of Residential Life can additional courses be added, including Thesis or Dissertation credits. Any additional employment by Community Assistants during their term of appointment must by approved in advance by the Office of Residential Life. Student employees are only permitted to be employed a maximum of 40 hours per week at any combination of University jobs.

**COMPENSATION**
Community Assistants are provided a single room, partial meal plan, and an hourly rate of $8.49 for the length of the agreement.