



FUNCTIONAL TITLE: Academic Assistant

GENERIC TITLE: Academic Assistant

NAME:

DATE: March 7, 2008

DIVISION:

SD&CL

DEPARTMENT:

Residential Education & Services

REPORTS TO (TITLE): Academic Coordinator

STATEMENT OF PURPOSE:

The Academic Assistant position is approximately a 20 hour per week commitment. The Academic Assistant is an undergraduate, staff member of the Office of Residential Education and Services. It is the responsibility of the Academic Assistant to ensure and encourage academic success within the designated residential community. Academic Assistants work to support resident students by providing academic success mentoring, an in-hall curriculum, participation in community based activities, engaging students in campus life, connecting students to academic departments, and supporting the overall mission of the Department of Residential Education and Services. The Academic Assistant is expected to serve as a representative of the department and to utilize proper service etiquette when addressing the needs of all residents, staff members, and guests within the MSU Campus Community.

MAJOR DUTIES AND RESPONSIBILITIES:

A. RESPONSIBILITIES:

1. Ensure that demeanor and attitude is welcoming at all times.
2. Ensure an environment conducive to academic development.
3. Be knowledgeable of the services being offered, which include things that are taking place within the Department of Residential Education and Services, (the Center for Academic Development & Assessment) as well as other departments campus-wide.
4. Actively participate in all training and meetings to serve the position more effectively.
5. Attend all meetings trainings and in-services at the direction of the Academic Coordinator.
6. Attend the first CA meeting of every semester, and any other CA meetings designated by the Academic Coordinator.
7. Meeting with in-residence Community Directors and Community Assistants to determine the academic needs of the students.
8. Create and maintain designated bulletin boards with appropriate and current information.
9. Assist the facilities coordinator with tasks as required in emergency situations, including but not limited to fire, floods, no heat, no hot water, no electricity, etc.
10. Other duties as assigned.

B. COMMUNITY DEVELOPMENT

1. Be aware of and observe the academic needs of community members.
2. Be knowledgeable about the referral services for residents within the community, and make referrals when appropriate.
3. Establish a close relationship with the Community Assistants. Support them by attending events. Serve as a resource person for those organizations.
4. Attend and co-sponsor at least one Community Assistant & one Hall Council Event per semester.
5. In collaboration with the CD, Academic Coordinator, and CA staff; plan, implement, and attend one hall wide “Welcome/Back” program the first week of each semester.
6. Support and attend other area/building activities as determined by the AC, CD and/or the Assistant Director (i.e., RLC, traditional area events, hall meetings, etc.).
7. Recognize residents for the positive contributions that they make within the residential community.
8. Be a driving force in creating a positive attitude in each member of the residential community.
9. Reward, recognize and celebrate the residential community that you are living and/or advising in.

C. ACADEMIC PROGRAMMING and EVENT PLANNING

1. Collaborate with Academic Coordinator to provide academic programming within the First Year Experience community.
2. Responsible for implementing academic programs, and participating in academic initiatives that occur within the residence hall.
3. Develop end of semester initiatives with the Academic Coordinator (ie. Academic Incentive Strategies, etc.)

D. ACADEMIC SUCCESS INITIATIVES

1. Serve as an academic mentor to students and staff.
2. Actively participate in the creation of academic success spaces that are welcoming and useful to the students.
3. Execute academic incentive programs with the approval of the Academic Coordinator.
4. Coordinate “De-Stress” programming the week before and the week of finals each semester.
5. Ensure that time management, study skills, note-taking techniques, memorization skills, and other relevant developmental topics are integrated into your programming efforts.
6. Assist the Academic Coordinator with maintaining and regularly updating a resource binder for the First Year Experience community, including faculty/staff/instructor contact information, student recommended classes, program ideas, off-campus trip information, creative thematic ideas, and campus resources.
7. Assist the Academic Coordinator with creating initiatives in the spring semester to reach students on academic probation and students that want to perform better academically.
8. Assist the Academic Coordinator with planning programs and other initiatives to assist first year students with their transition to the sophomore year.
9. Ensure that students can sign up to develop study groups at the Service Desk.
10. Go on “study rounds,” and recognize residents that are studying.
11. Provide handouts about campus resources in the study areas.
12. Have academic one on ones with the students on your case-load.
13. Assist the Academic Coordinator with developing and maintain the hall resource center.

D. CONDUCT:

1. Cell phone shall not be visible while at work. Supervisors reserve the right to confiscate cellular phones used in the workplace.
2. Be conscious of the image you portray.
3. Be respectful, and patient with the staff, guests, and members that you are serving.
4. Name tags will be provided for the staff and should always be appropriately displayed.
5. Smile not only with your face but also with your voice and be positive and sincere.
6. Never say "I don't know" without following "But I can find out!" Follow through with your opportunities for learning experiences and make sure that residents are satisfied with the results.
7. Please be aware that in order to insure the proper upholding of the position requirements, university records will be checked regularly for any conduct issues that might influence ones credibility in the position.

E. ATTIRE:

1. Khaki: Pants, shorts, and skirts that are clean, wrinkle free, and have no holes.
2. Polo supplied by the Department of Residential Education & Services.
3. Dress shoes, open-toed shoes, and sneakers are all acceptable; slippers and bare feet are not.
4. Hair should be clean and appropriately managed. Hats will not be allowed.

F. SCHEDULE AND HOURS

1. Arrive 10 minutes prior to the beginning of the shift, be ready to work at the assigned time, and stay until the end of the scheduled shift.
2. Use appropriate paperwork to inform the supervisor of any and all shift changes.
3. Work all scheduled shifts. This includes being sick, having exams or special projects due for class, or if failed to get approval 24 hours in advance.
4. Find an approved replacement when unable to attend a shift.
5. Accurately reflect the hours worked and materials discussed in the duty logs and on the time sheets.
6. The AA must work all regularly scheduled shifts.

G. QUALIFICATIONS:

1. Strong organizational and follow-up skills; ability to multi-task.
2. Excellent Verbal and interpersonal skills.
3. Knowledge of various computer applications such as Microsoft Office Suite.
4. Outgoing, fun personality; an individual and Positive Attitude.
5. Driven to deliver superior service by exceeding expectations.
6. Ability to work well as a team player; approachable.
7. Presents a professional image in appearance, words, and actions.
8. On a daily basis execute the mission of the department as it relates to your position.
9. Preparedness.
10. The AA must be a full time matriculated Montclair State University student in good academic standing.
11. The AA must be in good judicial standing with the University.
12. The AA must be able to effectively communicate with others.
13. The AA must be able to work all scheduled shifts.

14. The AA must be able to write a clear and concise report and be able to submit it electronically and in a timely manner.
15. The AA must maintain a GPA of 2.5 or higher.

H. COMPENSATION

The AA will receive a stipend of \$ 2,800 per semester. This will be broken down into eight equal bi-weekly payments of \$ 350.

THE DEPARTMENT OF RESIDENTIAL EDUCATION AND SERVICES
Academic Year 2008 - 2009

ACADEMIC ASSISTANT DESCRIPTION and CONTRACT

I have read the terms and conditions of employment above and hereby willfully enter into contract with The Office of Residential Education and Services at Montclair State University from August, 2008 to May, 2009. I understand that violations of this contract can and will lead to termination.

Print Name

Signature

Date