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**FUNCTIONAL TITLE:** Community Assistant

**GENERIC TITLE:** Community Assistant

**NAME:**

**DATE:** 11/13/09

**DIVISION:**

SD&CL

**DEPARTMENT:**

Residential Education & Services

**REPORTS TO (TITLE):** Community Director

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**STATEMENT OF PURPOSE:**

Reporting directly to the Community Director, the Community Assistant is responsible for the day to day interaction and development of the students who reside in the residence halls. General responsibilities include: Maintaining a safe and secure environment for resident students, student community development, educational programming, and associated administrative responsibilities.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. COMMUNITY DEVELOPMENT:**

1. Be deeply committed to helping others maximize their personal development while at Montclair State University. Therefore, CAs are required to know each of the residents in their respective floor/wing/section. CAs must visit each resident's room at least once per week and know all their residents by name.
2. Become familiar with each student in his or her assigned area: interests, abilities, health problems, attitudes, needs, and academic concerns. Be aware of relationships between roommates, suitemates, apartment mates and notice the structure of groups and their effects on others in the living area.
3. Assist residents, within the limits of training and capability, with academic, personal, and social matters. Be observant of uncharacteristic behavior or potential crises, knowledgeable about the referral services for residents within the University, and make referrals when appropriate.
4. Responsible for addressing any policy violation or disruptive situations arising in the residence halls at all times, not just when on duty. Complete accurate incident reports and forward incident reports to the area CD, the CD on duty, and other designated professional staff members immediately following the incident.
5. Spend two evenings a week outside of any scheduled duty nights within your assigned building being available to assist residents.
6. Establish a close relationship with RLC. Support them by attending RLC-sponsored functions/meetings. Serve as a resource person for this group. Attend at least one RLC meeting/event per semester.
7. All Community Assistants placed in areas with Hall Councils will be expected to have representation from their floor community at no fewer than 50% of scheduled Hall Council meetings and functions.
8. All Community Assistants placed in areas with Hall Councils will be expected to attend at least two Hall Council meetings and/or events per semester.

## **B. PROGRAMMING RESPONSIBILITIES:**

1. All Community Assistants are required to fulfill programming requirements set forth by their Community Director. Failure to adhere to these requirements may result in disciplinary action.
2. Coordinate and implement community development activities for the residents. An assessment of the residents' interests should be conducted in the beginning of the academic year in order to provide programs based on needs throughout the year. These efforts should be both actively and passively pursued on a continual basis and in accordance to area expectations.
3. Programs and activities should be adequately advertised well in advance of the program date.
4. Programming funds will be allocated per semester. Management of funds and receipts is expected. Petty cash can be taken out for the Assistant Director of RES 48 hours prior to an event, and all receipts are due back to the Assistant Director of RES 48 hours after the event is concluded.
5. Support and attend other area/building activities as determined by the CD and/or Assistant Director (i.e., RLC, traditional area events, hall meetings, etc.).

## **C. ADMINISTRATIVE RESPONSIBILITIES:**

1. Participate in weekly staff meetings, scheduled one-on-ones, and other area/building meetings as determined by the CD and/or Assistant Director.
2. In-service training programs may be conducted and may be increased/decreased dependent upon the Assistant Director's perceived need. All CAs will be expected to attend.
3. Participate in staff duty schedule and fulfill duty responsibilities (i.e. office duty, back up duty, procedures set in place during emergency situations, etc.) as designated by departmental/area guidelines. Additionally, CAs are required to be "on duty" and available in their residence hall (or designated area) between the time office duty begins and ends.

In General, duty begins at 4:30PM when the CA picks up duty materials (keys, binder, duty phone). They must remain and be accessible within the building/area until the designated time the following morning at 8:30AM.

4. Third and fourth-year staff members -- meet with their CD or the Assistant Director to discuss specific expectations unique to the third-year CA experience. This may include community programs, office assistance, and special projects. As third and fourth-year staff members, each individual is expected to take on a greater leadership role in the fall and spring semester training program.
5. Be familiar with and enforce rules, policies, regulations, and the use of procedures outlined in the Residence Life Handbook, Student Code of Conduct, and the Residence Hall License Agreement.
6. Hold regular floor/wing meetings at the beginning of each semester, wherever appropriate, and throughout the academic year when needed or instructed to do so by the CD.
7. Post notices and maintains current/updated bulletin boards; promoting and publicizing college/community and University programs.
8. The Village, Clove Road, and Russ Hall CAs will be required to participate in on duty coverage during academic recess periods such as Thanksgiving break, Winter break and Spring break.
9. Assist in the opening and closing of the buildings at the beginning and ending of each semester, as well as each time the residential areas close for vacation breaks and recess periods. This requires CAs to arrive early and remain until inventory, check-in, check-out, closing, and other assigned duties are completed. Dates will be specified by the Assistant Director and are subject to change if the University's academic calendar is changed.
10. Assist with and use necessary forms and reports (such as new rosters, emergency cards, health and safety inspections, incident reports, housing surveys, and maintenance reporting procedures) in a timely manner

11. Complete all assigned tasks according to the timelines established by the CD or Assistant Director of RES.
12. Perform duties and responsibilities as assigned by the Department.
13. Telephone service is provided and intended for the private use of the staff member and may not be extended to other users. Staff members should use appropriate phone/answering machine etiquette. Staff members are required to have an answering machine and should check their messages regularly and follow up as needed.
14. All Community Assistants will work one two-hour shift each week at either the Service Desk or Office in their assigned community. This scheduling will be done at the direction of the Community Director, and will not occur while the CA is working a duty shift. Please note: this two hour shift is part of the overall CA compensation package, and therefore will not be paid as an additional hourly position.

#### **D. FURTHER CONDITIONS:**

1. CAs understand RES responsibilities take precedence over all other extra curricular activities. Academic course work is a recognized priority; CAs must successfully manage their position responsibilities with their academic commitments.
2. CAs are not permitted to take less than 12 or more than 15 credits per semester without the permission of the CD. Exceptions will be made for seniors in their final semester.
3. CAs are required to participate fully in the training programs held prior to, and during, each semester. Students who cannot attend training sessions because of sports training, outside work commitments, etc., may not maintain their position with the department.
4. Any activities that potentially present a conflict of interest should be considered prior to accepting the CA position. Activities such as outside employment, pledging, and other leadership positions on campus may conflict with your CA position requirements. CAs must get prior approval from their CD if outside commitments are sought. These instances will be handled on an individual basis at the discretion of the CD.

Outside activities must be limited to no more than 15 hours per week, provided the activity does not interfere with one's ability to fulfill their requirements as outlined in the job description. In addition CAs may be required to submit their pay stubs to the CD to verify that they are not working more than 15 hours per week.

5. CAs will be evaluated by their residents and supervisor(s). These evaluations will be used to strengthen staff members' effectiveness.

The above statements reflect the general details considered necessary to describe the principle functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position.

#### **TERMS OF EMPLOYMENT:**

1. Community Assistants (CA) must be full-time students, sophomore, junior, senior class status, or graduate students. (exceptions will be made for seniors in their final semester.)
2. **ACADEMIC STANDING:** CAs are expected to maintain a cumulative grade point average of 2.5 or higher as well as a semester GPA 2.0 or higher. A GPA below the expectation is unsatisfactory and may result in employment probation or termination. Any exception must be approved by the Community Director (CD) in consultation with the Assistant Director for Residential Education. Academic standing

will be reviewed at the end of each semester. CAs may not be on academic probation for two consecutive semesters. Graduate students must maintain a minimum GPA of 3.0.

3. **DISCIPLINARY STANDING:** CAs are expected to remain in good disciplinary standing (i.e., may not be under any judicial sanction such as disciplinary warning or disciplinary probation). Should a report be filed indicating a possible violation of the University Housing License and/or Code of Conduct, the CA will be immediately suspended for the length of time for an investigation to be conducted and the matter resolved. If the CA in question is found responsible and sanctions are administered, the CA may no longer continue with his/her position. Any exception must be approved by the CD in consultation with the Assistant Director for Residential Education.

Staff members who hold multiple positions within RES can/will lose all employment if violations of Residential Education and Services policies are made or expectations are not met.

Resignation or termination from the CA position requires that you vacate your room immediately. In addition, The Department of RES will not guarantee a room assignment on campus unless a vacancy exists at the time of your departure. If placed in a residence hall room, you will be responsible for all room and board costs for the remainder of the semester.

### **COMPENSATION/BENEFITS:**

The CA compensation package includes a single room waiver to cover the cost of their housing and a stipend. This stipend is dispersed evenly over eight pay periods throughout each semester.