



MONTCLAIR STATE UNIVERSITY

FUNCTIONAL TITLE: Summer Community Assistant

GENERIC TITLE: Summer Community Assistant

NAME: _____ **DATE:** Spring 2011

DIVISION: SD&CL **DEPARTMENT:** Residential Education & Services

REPORTS TO (TITLE): Community Director

GENERAL REQUIREMENTS:

1. Summer Community Assistants must be employed as Community Assistants during the current academic year in order to be eligible for the summer CA position.
2. Summer Community Assistants must satisfy all criteria of the Community Assistant position and application process. This includes a minimum GPA of 2.5, must be in good standing in regards to student conduct, and must be in good employment standing relative to current position(s) held within the Office of Residential Education and Services.
3. Additional work outside of the Summer Community Assistant job cannot exceed 10 hours per week. The supervisor in charge of the area will approve this outside commitment prior to any additional employment being accepted. Any activities that may present a conflict of interest should be considered prior to accepting the Summer CA position.

GENERAL RESPONSIBILITIES:

1. To create and foster a sense of community within the residence halls.
2. To assist the Community Director in the total administrative and overall management of the residence halls.
3. To uphold and enforce the policies of the Office of Residential Education and Services, the terms of the Housing License for summer, and the University's Code of Conduct.
4. To assist students in general orientation to residential living including an understanding of and respect for the rights of others.
5. To foster and stimulate the educational and emotional growth of resident students, including the need for disciplinary action when resident student's rights are jeopardized.
6. To work with and be responsive to the resident students living in the residential halls and to assist in their growth as individuals and as members of a residence community.
7. To share "on duty" responsibilities with the entire Summer Assistant staff in order to provide 24-hour coverage for the summer conference residence halls. When the University operates on a 5 day work week schedule, duty will begin Monday through Thursday at 4pm and conclude at 9 am the following morning. Weekend duty, during this time frame, will begin at 4 pm on Friday and go until 9 am on Monday morning. Once the University moves

to a 4 day work week, weekend duty will begin on Thursday evening at 4 pm and will continue through Monday morning at 9 am.

8. To prepare for and conduct both the check-in and check-out of students into, and out of, the summer housing facilities.

PROGRAMMING & COMMUNITY BUILDING REQUIREMENTS:

1. Summer CA's are required to complete one individual program per month during the summer. These programs take place in June and July. Funds will be allocated by the Community Director for the Summer Community Assistant programming endeavors. Specific budgets are determined by the Community Director in conjunction with the Associate Director.
2. Summer CA's must complete door tags at the start of each summer session in order to welcome residents into the summer housing community.
3. Bulletin boards are the responsibility of the Summer CA staff and must be kept in acceptable condition with relevant information posted. All old materials must be removed and discarded by the Summer CA staff.
4. Summer CA's must keep an up to date copy of the nightly Summer CA Duty schedule posted on all floors in the summer housing and summer conference residence halls. This duty schedule must include name, phone extension, and location of each of the Summer CA's on duty during the week.

ADMINISTRATIVE & OFFICE DUTIES:

1. Summer CA's will be asked to complete occupancy reports and roster verification at several points throughout the summer. This must be done in a timely manner and information should be accurate and turned in prior to the deadline set by the summer housing Community Director or Housing Assignments Coordinator.
2. Participate in weekly staff meetings, scheduled one-on-ones, and other area/building meetings as determined by the CD and/or Assistant Director.
3. 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.
4. Assist in the opening and closing of the buildings at the beginning and ending of the summer. 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.
5. 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.
6. Complete all assigned tasks according to the timelines established by the CD or Assistant Director of RES.
7. 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.
8. 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.

FURTHER CONDITIONS:

1. CAs understand RES responsibilities take precedence over all other extracurricular activities. Academic course work is a recognized priority; CAs must successfully manage their position responsibilities with their academic commitments.
2. CAs are required to participate fully in the training programs held prior to, and during the summer. Students who cannot attend training sessions because of sports training, outside work commitments, etc., may not maintain their position with the department.
3. 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.
4. CAs will be evaluated by their supervisor(s). These evaluations will be used to strengthen staff members' effectiveness.
5. The Summer CA position for the entire length of the contract, which is May through August 2011. Any breach in the contract may result in charges for summer housing fees.
6. CA's must refrain from posting information/pictures within online communities /social media such as facebook, which violate departmental policies, values, and furthermore can be perceived to hinder your credibility in performing your CA responsibilities and reflect unfavorably on the department or University.
7. Due to the nature of the CA position and the relationships that they must develop with residents, inappropriate relationships with residents are not permitted.

TERMS OF EMPLOYMENT:

1. Summer Community Assistants must be full-time undergraduate (sophomore, junior or senior class status) or graduate students, without any prior judicial sanctioning. Any exceptions will be considered on a case-by-case basis by the Associate Director for Budget and Residential Services.
2. Summer Community Assistants are expected to maintain a satisfactory academic record with a minimum 2.5 grade point average. A cumulative grade-point average below 2.5 is unsatisfactory and would be cause for probation or termination. It is the responsibility of the Summer Community Assistant to notify the supervisor if his/her cumulative grade-point average falls below 2.5.
3. Additional work outside of the Summer Community Assistant job cannot exceed 10 hours per week. The supervisor in charge of the specific Summer Community Assistant's area will approve this outside commitment prior to any additional employment being accepted. Any activities that may present a conflict of interest should be considered prior to accepting the Summer Community Assistant position.
4. Summer Community Assistants who are placed on official University or Residential Education and Services probation, for any reason or any length of time, may be terminated from their positions.
5. Resignation or termination from the Summer Community Assistant position requires that you vacate your room within 24 hours. In addition, Residential Education and Services 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 summer.

VACATION:

Vacation requests will be considered on a first come basis. Vacation requests must be submitted in writing to your immediate summer supervisor and requires his/her approval. *Please note: We consider a vacation taking 3-7 days off within a week. You are entitled to no more than one week of vacation during the summer.* You will not be paid for vacation time. All vacation requests must be submitted by the last Friday in May of that academic year. All requests prior to this date must be given to your supervisor one week in advance of the time being requested. No vacation requests will be granted from August 1 through opening day of the fall semester.

COMPENSATION & BENEFITS:

The Summer Community Assistant compensation package includes a \$2000.00 stipend. This stipend is dispersed evenly over eight (8) pay periods which covers 16 weeks throughout the summer. Each Summer CA time sheet will be entered with an amount of \$250.00 per pay period. In addition, Summer Community Assistants will receive a single room waiver to cover the cost of their housing (valued at approximately \$5,075 for 16 weeks). Summer Community Assistants will also receive eight (8) meal tickets per week when the dining hall is open.

THE DEPARTMENT OF RESIDENTIAL EDUCATION AND SERVICES
COMMUNITY ASSISTANT POSITION DESCRIPTION & CONTRACT

Summer 2011

I have read the 2011 Summer Community Assistant job description and contract and hereby agree to all of its requirements and terms. I understand that summer employment begins on May 15, 2011 and ends on August 20, 2011.

I also understand that if I do not have a Fall 2011 housing assignment, I will be asked to check out of the residence halls on August 12, 2011.

I understand that violation of this contract, or Residential Education and Services or University policy will result in my immediate termination from the position.

Print Name

Signature

Date