



FUNCTIONAL TITLE: Summer Community Assistant

GENERIC TITLE: Summer Community Assistant

NAME: _____ **DATE:** Spring 2009

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 judicial standing, 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 Community Assistant staff in order to provide 24-hour coverage for the summer housing residence halls. When the University operates on a 5 day work week schedule, duty will begin Monday through Thursday at 4pm and conclude at 8am the following morning. Weekend duty, during this time frame, will begin at 4 pm on Friday and go until 8 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 conclude at 4 pm on Friday. Weekend duty will continue through Monday morning at 8 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 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. The Summer CA Staff will be responsible for providing office coverage during the nights for which they are on duty in the summer housing community. This office coverage will begin at 4pm and conclude at 8pm each day, including weekend. This coverage will be a responsibility of the staff member(s) who are scheduled to be on duty on those days.
3. Summer CA’s may be asked to complete other administrative tasks and paperwork. These will be assigned at the supervisor’s discretion and deadlines must be met and information must be accurate.

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 for the Summer CA position will be granted from August 1 through August 31.

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 \$4425 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 and CONTRACT

Summer 2009

I have read the 2009 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 14, 2009 and ends on August 29, 2009. I also understand that if I do not have a Fall 2009 housing assignment, I will be asked to check out of the residence halls on August 12, 2009.

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