

COMMUNITY ASSISTANT

POSITION DESCRIPTION

Department: Residence Services

Division: Office of Student Experience

Reports to: Residence Life Coordinators & Residence Life Team Leader

Updated: October 2020

POSITION PURPOSE:

The Community Assistant (three positions available) is a student staff member with prior Residence Life experience who provides leadership and support to the Residence Life Team, provides programming support through an assigned project portfolio and provides support to their residence community in the areas of academic success and personal growth.

KEY POSITION FUNCTIONS:

1. Programming Project Portfolios (each CA will be assigned one project portfolio for the year)

- Take on leadership role in completing tasks within assigned portfolio
- Portfolio 1: Community Development
 - o Serve as the Chair of the Windsor Inter-Residence Council
 - o Oversee Windsor Inter-Residence Council & chair Residence Council meetings
 - o Create and distribute promotional materials for Residence Council
 - o Work with Community Development Assistants to recruit Residence Council members for committees
 - o Work with Residence Council to provide regular dynamic, engaging, innovative and responsive programs aimed at promoting diverse resident involvement in our community
 - o Maintain & regularly update WIRC social media accounts
 - o Sit on the UWindsor Blue & Gold Committee (class schedule permitting)
 - o Work with Community Development Assistants to plan TGI Friday events
 - o Maintain records for Blue & Gold Cup for entire Residence Life program
 - o Update bulletin boards as required
 - o Ensure appropriate and full use of budget
- Portfolio 2: Student Success & Leadership
 - o Oversee & chair the Student Success & Leadership in residence committee
 - o Work with the Student Success & Leadership in residence committee to provide regular dynamic, engaging, innovative and responsive programming aimed at promoting student success and leadership including but not limited to:
 - Monthly awareness campaigns
 - Promotion of & participation in volunteer and fundraising opportunities on campus
 - Promote Blue & Gold Recognition program & assist with planning and coordinating Blue & Gold Recognition Reception
 - o Sit on the Lancer Leadership conference planning committee in order to promote opportunity to residents and provide workshops leading up to conference preparing participants
 - o Actively promote campus success and leadership initiatives in partnership with the Student Success and Leadership Centre and the University of Windsor Student Alliance (UWSA)
 - o Act as a liaison to and meet regularly with UWSA residence representative
 - o Chair the student representation of the Residence and Food Advisory Board including; chairing meetings and leading committee members in completing committee tasks including regular town halls with students, updating bulletin board & other information providing
 - o Prepare monthly bulletin board materials for RA bulletin boards

- Update bulletin boards as required
- Ensure conscious, appropriate use of budget
- Portfolio 3: Wellness
 - Oversee & chair the Wellness in Residence committee
 - Work with the Wellness in Residence committee to provide regular dynamic, engaging, innovative and responsive programming aimed at promoting wellness within residence including, but not limited to:
 - Relaxation Stations
 - Take the Moment events
 - Happier Hour events
 - Suicide Prevention Awareness Month
 - Revive & Thrive Week & Bell Let's Talk Day
 - Liaise with Peer Support Centre volunteers to assist in partner programs (i.e. pop-ups, Friendsgiving)
 - Sit on the UWindsor Heads Together Committee (class schedule permitting)
 - Promote wellness initiatives and supports occurring on and off-campus
 - Update bulletin boards as required
 - Ensure conscious and appropriate use of budget

2. Community Development, Management & Support

- Foster a positive, friendly, inclusive atmosphere conducive to learning and facilitate the development of healthy, friendly relationships among residents
- Recognize and refer students with mental, emotional, academic or physical concerns to other professionals on campus or within the community
- Be a visible presence in your community and embrace opportunities for meaningful and impromptu conversations with all residents

3. Administration & Communication

- Assist with check in and check out of residents
- Adhere to a timely submission of eRezLife reports as well as a prompt response to student issues.
- Assist with marketing, recruitment campaigns and departmental events/programs lead by Residence Services and other University departments
- Respond within 24 hours of receipt to all requests (including emails and voicemails) made by members of Residence Services
- Read and be familiar with all publications and material distributed by Residence Services
- Establish and maintain open and positive communication with all members of the Residence Services staff team, members of the Windsor Inter Residence Council (WIRC) and ResEvents
- Maintain confidentiality in accordance with the Freedom of Information and Privacy Act and the policies/expectation of Residence Services
- Report for, and participate in, orientation and training (Fall, Winter and on-going) on the date(s) specified by the Team Lead, Residence Life and/or Residence Life Coordinators

4. Leadership Development for Residents and Personal Development

- Promote student leadership opportunities, particularly residence opportunities such as Residence Life Staff, and Residence Council to students
- Participate in various professional development sessions provided by and/or promoted by the Residence Life Management Team
- Participate in the Residence Life Staff hiring process for the following year

5. On-Duty Responsibilities and Facilitating Student Conduct Process

- Participate in the Community Assistant on-duty schedule (approximately 1 week/month) to assist on-duty RLS members, Residence Life Coordinators and/or Campus Police

- Guide and support Resident Assistants in the implementation and enforcement of Residence Policies & Procedures, the Residence Community Standards, Residence Student Conduct Process the Residence License and Meal Plan Agreement and other rules and regulations of the University
- Respond to, document and report all violations of the Residence Policies & Procedures, Residence Community Standards, Residence License & Meal Plan Agreement, emergencies or facilities issues
- Adhere to on-call shifts schedule and conduct responsibilities assigned by the Residence Life Coordinator or designate
- Accept full responsibility for the use of master keys, access codes, peps and all accessible keys
- Know and execute emergency procedures including evacuation procedures and advise residents of the same

6. Role Modelling

- Serve as a mature and positive ambassador of Residence Services on campus and in the greater community
- Maintain healthy and respectful boundaries with all residents
- Make appropriate personal lifestyle choices that reflect your commitment to Residence Life, inclusivity of all community members and commitment to academic success
- Offer constructive feedback to Resident Assistants in their performance of their job-related functions
- Act as an open ear to the concerns of Resident Assistants

7. Team Development

- Design and facilitate sessions during August
- Assist with planning and facilitation of BOOST January training
- Plan and facilitate a monthly campus-wide social for all Resident Assistants
- Plan and facilitate a teambuilding exercise for all staff meetings and on-going training sessions
- Facilitate an RLS recognition program
- Attend, on time, and participate in all meetings related to the Community Assistant role
- Prepare for, and participate, in regular one on one's with your assigned Residence Life Coordinator
- Try to connect personally with each member of the Residence Life Staff team, particularly early in the year

8. Assisting with Residence Facilities

- Monitor and report the physical conditions of the residence community
- Maintain cleanliness of personal accommodations as well as floor facilities to create a welcoming environment
- Assist with opening and closing of buildings at the beginning and end of the academic year
- Refer serious facilities concerns or on-going issues with work order to Facilities Coordinators
- Respond to requests from housekeeping to assist in keeping areas clean

10. Other Duties as Assigned

- Circumstances may arise that necessitate the transfer of this position within the residence system and Residence Life Staff team or the adjustment of duties assigned during the term of this position

SCOPE AND ORGANIZATIONAL STRUCTURE:

Community Assistant is one of approximately 35 student staff reporting to the Team Lead, Residence Life. They receive direction from the Team Lead and a Residence Life Coordinator. The Community Assistant is also responsive to requests from the Department Head, Residence Facilities Manager and other residence staff when needed.

RATE OF PAY: \$10500 for academic year based on approximately 20 hours/week

NOTE: Community Assistants are required to live in residence for the duration of their contract, are responsible for all fees associated with living in residence and must agree and abide to the Residence License & Meal Plan Agreement.

Community Assistants are guaranteed a single room with private bathroom and extra living space at the Alumni Hall single room residence rate.