Community Assistant Position Description

POSITION OVERVIEW:
A Community Assistant (CA) is an academic-year student employee within Housing and Residence Life (HRL) that helps create and support a community of students within the residence halls at George Mason University. Community Assistants dedicate their time and energy to the residential community by ensuring that students have a healthy, safe, and supportive environment in which to learn and develop. CAs are expected to assist with overall residence hall health and safety and provide operational support for the department during evening and weekend hours. All Community Assistants are supervised by a Community Director or Graduate Community Director.

POSITION RESPONSIBILITIES & EXPECTATIONS
All essential duties and responsibilities of the Community Assistant position reflect one or more of University Life’s Student Employee Experience goals: Communication, Self-Awareness, Work Ethic, Problem-Solving, and Working with Others.

Communication
➢ Serve as a resource for residents and connect them to academic, cultural, social, and support services on campus
➢ Assist with HRL desk operations by providing coverage for approximately 10 hours per week, as part of assigned on-call responsibilities during evening and weekend hours
➢ Submit work orders as needed; communicate with maintenance and other on-call staff to address after-hours facilities issues

Self-Awareness
➢ Assist supervisor with ongoing resident engagement and support related to their academic, social, and intrapersonal well-being
➢ Respond to student concerns and crisis situations when necessary; engage with HRL and campus resources to provide immediate and long-term support services

Work Ethic
➢ Assist students in need of lock-out services per HRL protocol; complete all administrative processes related to lock-out documentation and billing
➢ Maintain accurate records of student interactions at the assigned HRL desk, including equipment rentals, issuance of loaner cards, and other student concerns
➢ Participate in all aspects of fall and spring semester training and hall preparation as well as ongoing professional development throughout the academic year
➢ Attend weekly HRL student staff meetings on Wednesdays at 7:30pm-9:30pm
Problem-Solving
- Assist students, staff, and guests at the HRL desks with all questions and concerns; make appropriate referrals to other departments, divisions, or University resources
- While conducting walkthroughs of assigned residence halls, appropriately address and report any health & safety concerns, maintenance issues, or facility damage

Working with Others
- Coordinate and execute health and safety inspections for assigned residential area in collaboration with the University Life Safety and Emergency Management team
- Serve on-call for a portion of the residential communities, including completing walkthroughs in assigned buildings during evening and overnight duty hours approximately one weeknight per week and 3-4 weekends per semester
- Assist with large scale initiatives and programs sponsored by Housing and Residence Life including residence hall opening and closing procedures

POSITION REQUIREMENTS:
To hold a Community Assistant position, a student must fulfill the following criteria:
- CAs must be enrolled as a full-time undergraduate student. Therefore, an undergraduate CA should be enrolled in a minimum of 12 credit hours and no more than 18 credit hours per semester. CAs seeking more credits than the maximum must seek prior approval from their immediate supervisor. Students in an accelerated master’s program are permitted to hold this position so long as they are eligible to live in undergraduate housing as defined by HRL policies.
- At a minimum, CAs are required to maintain a 2.5 cumulative GPA and a 2.5 semester GPA throughout employment
- CAs must have completed at least two semesters of postsecondary academic work, not including summer sessions or high school dual enrollment courses.
- All CAs must successfully complete a background check before beginning their position
- All Housing and Residence Life student staff are required to uphold all polices and pieces of the Residential Handbook, the Code of Student Conduct, and the Honor Code.

To hold a Community Assistant position, a student must fulfill the following co-curricular criteria:
- Ability to commit to the position for a full academic year
- CAs must remain in good standing with the University and with Housing and Residence Life
- CAs must be eligible to live on the respective campus for which they are hired
- Failure to meet any of these requirements may result in termination or rescinding of employment

COMPENSATION
All Community Assistants will be provided a single bedroom within their assigned residence hall community. CAs will also receive a prorated meal plan ($1,000 provided toward Liberty 14 Meal Plan, per semester; student will be responsible for covering the difference). Please note that this is the minimum meal-plan required for all live-in student staff, and more comprehensive meal plan packages
can be purchased. Though the Liberty 7 Meal Plan is the same price, all student staff members must participate in the Liberty 14 Meal Plan at the minimum. CAs will also receive a monetary stipend of $1,600 for the academic year, distributed twice per month.

**PERIOD OF APPOINTMENT:**
The Community Assistant position is a single academic-year appointment, beginning in August 2020 and concluding in May 2021. Students looking to continue working with Housing and Residence Life during summer 2021 sessions, their academic year period of employment ends when the summer staff positions begin. The application process for Summer 2021 student staff positions will occur in Spring 2020.