I. **TITLE**: Community Assistant

II. **FUNCTION**: A Community Assistant (CA) is a student hired to provide leadership and carry out the Residence Life mission on a part-time basis in the Mines Park Apartments (MP). CAs specifically serve as the first point of contact to residents for after hours crisis and facilities response, schedule apartment move out inspections, host social programs that build community and promote an inclusive, safe, and academically conducive environment for students who live at Colorado School of Mines (Mines) Apartments.

III. **QUALIFICATIONS**: This position is open to all Mines students who:

1. are in good academic standing with a cumulative grade point average of 2.3 or greater,
2. maintain a semester grade point average of 2.0 or greater,
3. will be registered at Mines as a full-time student for the 2014-2015 academic year,
4. will be on campus during the entire academic year (Fall and Spring semesters),
5. have attended Mines for at least one academic year by the start of the Fall 2014,
6. relate well to a wide variety of individuals and groups,
7. manage time effectively and execute their responsibilities, and
8. demonstrate high levels of self-awareness and sensitivity to others.

IV. **RESPONSIBILITIES**:  

**Community Development**

1. Be available, responsive and open to all residents in living in on-campus apartments whether on duty or not.
2. Create an inclusive and accepting environment in assigned communities by encouraging respectful conversations around topics of diversity and social justice.
3. Know each resident in assigned community well enough to identify individual needs and concerns.
4. Provide information enabling residents to adjust to the campus community and benefit from the college experience. This includes checking in with all residents within 72 hours of their arrival to ensure resources are provided.
5. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
6. Promote resident self-responsibility and respect for individual rights.
7. Participate in the development of programs, community building activities, and/or the implementation of a community development curriculum, which address residents’ needs and interests. More specific expectations may be set by the Community Director or Residence Life Coordinator.
8. Promote and support the Apartment Life Association (ALA) and ensure communication between AHA and the residents through proper CA/community representation.
9. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of educational passive programming requirements.
10. Each CA on staff will serve as a resource to specific student populations at Mines Park through providing resources, outreach, referrals, and programming efforts in order to provide the best support possible. These populations can include, but are not limited to:
i. International Student Liaison
ii. Veteran Student Liaison
iii. Student Athletics Liaison
iv. Graduate Student Liaison
v. Family Housing Liaison
vi. Apartment Life Association Liaison

Crisis Response
1. Participate in duty rotations for Mines Park ensuring that each night is fully covered. Duty begins at 7 pm and ends at 7 am. Additional coverage for the weekend requires day coverage from 7 am to 7 pm. Duty consists of three rounds nightly.
2. Have a working knowledge of Mines, its policies, regulations, and procedures.
3. Respond reasonably and calmly to emergencies or stressful situations.
4. Assist residents to accept responsibility for control of their behavior (e.g. quiet hours, alcohol consumption and visitors) and physical maintenance of the complex.
6. Assist residents to accept responsibility for control of their behavior and physical maintenance of their unit.

Administrative
1. Complete all paperwork as assigned and required by your Community Director and/or Residence Life Coordinator in a timely and thorough fashion.
2. Conduct check-in and check-out procedures in a timely fashion, including the completion of room condition forms at the beginning and end of leases and assessment of resident room/community damage charges.
3. Conduct public area and apartment inspections and call attention to all necessary building repairs. Follow-up to ensure their completion.
4. Conduct at least one health and safety inspection of Mines Park exterior of buildings, storage areas, stair wells per week.
5. Conduct at least one health and safety inspection of each unit per semester for the area assigned.
6. Responsible for checking MP Community Center facilities daily, and before and after scheduled events to ensure facility is in proper working order and no damages or cleaning issues arise. Also responsible for ensuring those facilities are secured after events.
7. Notify residents in case of emergencies, outages, policy changes, etc., including posting notifications.
8. Performing minor facilities management repairs (i.e. resetting of electrical breakers and relighting water heaters) to units after hours, as needed.
9. Work with Facilities Management to track work order completion in designated areas. Conduct weekly outdoor rounds of Mines Park exterior and grounds and submit work orders as needed. Report unresolved work orders and/or patterns of facilities problems to supervisor.
10. Schedule all check-ins with the appropriate Community Assistant. Refer specific inquiries to supervisor, as needed.
11. Coordinate and submit articles for the community-wide newsletter.
12. Provide two to four hours of administrative/office assistance per week, on average.

Staff
1. Attend all required staff meetings/programs assigned by the Community Director
2. Maintain confidentiality with information, which Residence Life Staff and students have shared while being sensitive to information, which necessitates consultation with other Mines staff members.
3. Demonstrate overall leadership in /applying the mission of Residence Life.
4. Collaborate with other members of the hall staff and the Residence Life staff in the performance of their duties.
5. Cover front desk hours in the absence of the building Lead Desk Assistant or Desk Assistants in extenuating circumstances.
6. Work closely with and support the Custodial and Maintenance staff.
7. Work closely with and support the Student Life and Residence Life staff.

Other Duties as Assigned
1. Perform and follow through with any other appropriate task and/or duty as asked of you by Community Director or Residence Life Coordinator.

V. CONDITIONS OF EMPLOYMENT:
1. Actively participate in the Fall/Winter training programs, in all in-service training sessions, and all staff meetings.
2. Position begins July 27, 2014, and terminates on June 1, 2015, with the option for summer employment.
3. Report regularly to your supervisors– Community Director and Residence Life Coordinator.
4. Must be able to serve, including but not limited to, during Holidays, when classes are not in session (Fall Break and Thanksgiving Break), Weekends, and E-Days.
5. Serve periodically as designated “on-duty” staff member.
7. Be on campus when Residence Life and Mines Park has new residents checking in or out unless prior approval from the Community Director or Residence Life Coordinator has been given for an extended absence (e.g. weekend leaves, vacations, planned trips). CAs can expect to stay longer and return earlier from school breaks to prepare to be available for residents within Housing and Residence Life CAs may be asked to be on duty during special events held by Mines.
8. Community Assistants are expected to give priority to their job responsibilities over extra-curricular activities. (Prior approval must be obtained from a Residence Life Coordinator for extra-curricular activities and academic internships).
9. Attend weekly Monday Lunch Lessons from 12:00-1:00 pm. Academic conflicts must be approved by Residence Life Coordinator.
10. With prior approval of the Residence Life Coordinator, a CA may hold another on-campus job or internship (limited to 10 hours per week).
11. It is not recommended to enroll for more than 18 hours of credit per semester while being employed as a Community Assistant. Exemptions must be pre-approved by Residence Life Coordinator.

VI. TERM OF EMPLOYMENT: 2014-2015 ACADEMIC YEAR

VII. REMUNERATION: Community Assistants receive a stipend of $160 per month, plus a free apartment at Mines Park.

**PLEASE NOTE: THIS POSITION MAY AFFECT THE AMOUNT OF FINANCIAL AID YOU RECEIVE. Consult the Financial Aid Office to determine the impact on your financial aid.