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 apartment community at Mines Park. Community Assistants specifically engage students in personal development while promoting an inclusive, safe, and academically conducive environment for students who live in the Colorado School of Mines, Mines Park 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 2.5 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 2019-2020 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 2019,
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
9. attend required staff retreat in April 2019
10. attend required training beginning in July/August 2019 and January 2020

IV. RESPONSIBILITIES:

Community Development
1. Be present and reasonably available, responsive and open to all residents of Mines Park, whether on duty or not. For extended time away from community, see the conditions of employment section below.
2. Create an inclusive and accepting environment within your assigned community and Mines Park by encouraging, engaging in respectful conversations and programming/community building.
3. Know each resident in assigned community well enough to identify individual needs and concerns.
4. Provide individual residents with assistance through informal peer advising and mentoring.
5. Provide leadership and mentoring to residents.
6. Provide information enabling residents to adjust to the apartment community and benefit from the college experience as an upper-class or graduate student.
7. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
8. Promote resident self-responsibility and respect for individual rights.
9. Participate in the development of community programs, community building activities, and the implementation of a community development curriculum through the programming model, which address residents’ needs and interests. Both educational and community building programs are required of the Community Assistant staff. More specific expectations may be set by the Community Director and/or Residence Life Coordinator.
10. Promote and support the Residence Hall Association (RHA) by writing at least one (1) OTM per semester and ensure communication between RHA and the residents of Mines Park through proper community and Community Assistant representation.
11. Attend at least two (2) RHA meetings per semester. If you have class during RHA meeting times, please inform your Residence Life Coordinator.
12. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of educational passive programming requirements.
Crisis Response
1. Participate in duty rotations for Mines Park ensuring that each night is fully covered. Duty begins at 5:00 pm and ends at 8:00 am. Additional coverage for the weekend and holidays is 24 hours. Duty consists of one facilities round nightly in assigned residential community.
2. Wear your assigned uniform while on duty and in any residence life function or emergency.
3. Have knowledge of Mines, its policies, regulations, and procedures.
4. Respond reasonably and calmly to emergencies or stressful situations.
5. Assist residents to accept responsibility for control of their behavior (e.g. roommate mediations, quiet hours, community expectations and visitors) and physical maintenance of the buildings and apartments.
7. Carry assigned Mines phone and answer all calls.

Administrative
1. Conduct a minimum of three (3) email notifications per semester – introductory, check-outs, and pre- health and safety meetings – to ensure that residents are informed of policies, procedures and scheduled activities.
2. Assist the Community Director and/or Residence Life Coordinator in conducting at least one Health and Safety Inspection per semester.
3. Complete all paperwork as assigned and required by your Community Director and/or Residence Life Coordinator in a timely and thorough fashion.
4. Conduct check-in and check-out procedures in a timely fashion, including the completion of apartment condition forms at the beginning and end of the academic year and assessment of resident room/community damage charges.
5. Conduct apartment and public area inspections and call attention to all necessary building repairs. Follow-up to ensure their completion.
6. Conduct Community Assistant office hours Monday through Friday from 6:00 pm-7:00 pm on assigned duty weekday.
7. Participate in campus programs that may require weekend or after-hour attendance (example: Preview Days, Discover Days, Launch Days, etc.).

Staff
1. Attend all required staff meetings/programs assigned by or in coordination with the Community Director & Residence Life Coordinator.
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, vision, and values of Residence Life.
4. Collaborate with other members of the Mines Park staff and the Residence Life staff in the performance of their duties.
5. Work closely with and support the Custodial and Maintenance staff, Campus Dining staff, Mines Police Department, and other campus departments and colleagues.
6. Must serve as a mandatory reporter for the Colorado School of Mines.

Other Duties as Assigned
1. Perform and follow through with any other appropriate task and/or duty as asked of you by any Senior Staff member or member of the Residence Life Professional Staff.

V. CONDITIONS OF EMPLOYMENT:
1. Actively participate in the Fall/Winter/Spring training programs, in all in-service training sessions, and all staff meetings, all of which are required.
2. Report regularly to your supervisors – Community Director and Residence Life Coordinator.
3. Serve periodically as designated “on-duty” staff member. Must be able to serve, including but not limited to, during Holidays, when classes are not in session (Fall Break, Thanksgiving Break, Winter Break, and Spring Break), Weekends, and E-Days.
5. Be on campus when Mines Park is open unless prior approval from the Community Director and Residence Life Coordinator has been given for an extended absence (e.g. weekend leaves, vacations, planned trips).
Community Assistants can expect to stay longer and return earlier from school breaks to prepare to (re)open Mines Park. Community Assistants may be asked to be on duty during special events held by Mines.

6. Community Assistants are expected to give priority to their job responsibilities over extra-curricular activities and other employment. (Prior approval must be obtained from a Residence Life Coordinator for extra-curricular activities, other employment, and academic internships).

7. Attend weekly Monday Lunch Lessons from 12:00-1:00 pm. Academic conflicts must be approved by a Residence Life Coordinator.

8. Additional employment is prohibited unless prior approval is received from your Residence Life Coordinator. If approved to work conditional employment, maximum hours allowed to work outside of Residence life is 10 hours per week.

9. Class registration is limited to no more than 18 hours of credit per semester while being employed as a Community Assistant. Exemptions must be pre-approved by the Residence Life Coordinator.

VI. **TERM OF EMPLOYMENT:** 2019-2020 ACADEMIC YEAR

VII. **RENUMERATION:** Community Assistants receive a stipend of $160 per month, plus free room and a meal plan of your choice. Choosing a “lesser” meal plan will not entitle a staff member to a refund of any kind. Community Assistant will receive $100 grocery budget for the months of August and May before and after their meal plan begins and ends.

**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.