

### Community Assistant

#### 2024-2025 Position Description

Department of Residence Life • University of Wisconsin-River Falls

**Title:** Community Assistant (CA)

**Department:** Residence Life

**Reports to:** Area Coordinator

**Appointment:** August 12, 2024 @ 1:00pm through May 16, 2025 @ 5:00pm

**Remuneration:** CAs are compensated for their work in the form of a single room or a fully furnished apartment (when applicable), a 45-block meal plan and paid at \$11 an hour per 20 hours. Each semester the room waivers are applied to an CA's account a week prior to the start of classes.

1. **Pay:** CAs will receive a biweekly paycheck at \$11 an hour for 20 hours a week. The first paycheck may be delayed depending on when the pay period is.
2. **Meals:** Residence Life will provide a 45-block meal plan per semester for use when food service is in operation at the University Center. CAs can increase their meal plan but will be charged the difference. Some meals may be provided for staff during trainings.
3. **Apartment or Single Room:** Residence Life will provide a single room or furnished apartment when available at no cost. If over occupancy occurs, CAs may choose a roommate, or one could be assigned on a temporary basis. CAs with a student temporarily living in their room for a minimum of one full month or longer will receive \$76 per month in additional compensation.
  - a. All Residence Life policies still apply to those living in on-campus apartments unless given approval through an accommodation.

#### Required Dates

It is expected that Community Assistants are available and present during the required dates listed below. Community Assistants who miss required dates may be removed from the position.

- **Staff Meeting:** Monday's 8:00pm-9:30pm [September 11 - December 18, 2023, January 22 - May 6, 2024]
- **CA Fall Training:** August 12 @ 1:00pm – August 16 @ 5:00pm
- **RA Fall Training/Opening:** August 19 @ 1:00pm - August 23 @ 5:00pm, August 26 @ 9:00am – August 30 @ 4:00pm [Some staff will be required to work to assist with duty during August 26 - August 30]
- **Fall Semester:** September 4 - December 20 @ 12:00pm
- **CA Spring Training:** January 20 @ 1pm – January 22 @ 5pm
- **RA Spring Training/Opening:** January 23 @ 1:00pm - January 25 @ 6:30pm
- **Spring Semester:** January 27 - May 16 @ 5:00pm

Residence halls are opening during academic breaks and need to be staffed. Therefore, some staff will be required to work during breaks to assist with duty. Staff should not schedule vacation plans until break duty assignments have been made.

- **Fall Break:** Staff can leave the Wednesday before fall break and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after fall break. Break duty will start on October 23<sup>rd</sup>. (October 24<sup>th</sup>-October 25<sup>th</sup>).

- **Thanksgiving:** Staff can leave the Wednesday before Thanksgiving and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after Thanksgiving.
- **J Term/ Winter Break:** December 20 @ 12:00pm - January 22 @ 6:30pm. Staff are expected to return for their assigned break duty shift(s).
- **Spring Break:** Staff can leave the Friday before spring break and are expected to return for their assigned break duty shift(s). Staff not assigned to work during the break must return the Monday morning after spring break.

### **Responsibilities**

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The Community Assistant is a live-in member of the Department of Residence Life staff. The Community Assistant works specifically to develop and enhance community for residents of an assigned area. Community Assistants are expected to engage with student residents to create an open, inclusive, and supportive residential community. This position has regularly scheduled responsibilities and times at which Community Assistants are available and accessible to residents in their residence hall during evenings and weekends.

#### Professional Development

- A. In order to cultivate the leaders in Residence Life to better develop as productive, creative, ethical, and engaged leaders in our community, their profession, and as citizens we have implemented the professional development plan. Please identify at least three opportunities to develop in the following areas (some opportunities may qualify for more than one area): Personal, Professional, and Community.

#### Community Development

- A. Actively build relationships with the residents in assigned community by engaging in intentional in-person and virtual caring conversations in partnership with the Resident Assistants. This could be formal or informal.
- B. Foster a sense of community by attending weekly traditions implemented by the Resident Assistants within their assigned area.
- C. Support the University's educational mission and value for diversity by creating an inclusive environment for all Residence Life students, staff, guests, and partners.
- D. Facilitating conversations between residents by increasing their understanding of one another and helping them through compromise and conflict resolution.
- E. Attend, assist with, and/or present during Residence Life student staff training sessions (fall and winter).
- F. Other duties as assigned.

#### Residential Curriculum

- A. Implement the Residence Education Curriculum as outlined by your supervisor by focusing on departmental learning outcomes and the goals of the community.
- B. Assist residents, staff, and guests in establishing and maintaining positive community standards and in accepting responsibility for community issues by educating, confronting, and documenting concerning behavior.
- C. Respond to resident behavior which may be indicative of personal, social, or academic problems and refer them to the appropriate campus resources.
- D. Collaborate with the Area Coordinator in planning and implementation of curriculum programs.

- E. Maintain an area programming calendar which includes information regarding community, building, area, and all campus programs as applicable.
- F. Create educational and interactive bulletin boards that align with the Residential Curriculum themes.
- G. Maintain community space (ex: building lobby) bulletin boards by ensuring placement of posters is neat and orderly.
- H. Other duties as assigned.

#### Residence Hall Operations & Management

- A. Partake in a duty rotation from 6:30pm-8am each day and complete all expectations associated with being on duty which includes sitting at the hall hub for a time determined by the Residence Life Department. The RA must be available and remain in the hall/area where they are on duty. To clarify, the areas are South Fork and Ames, Crabtree and Parker, McMillan and Grimm, Hathorn, May and Stratton, and Johnson and Prucha. Exceptions may be made by Area Coordinators for employment situations.
  - a. Assist the Area Coordinator by maintaining the duty schedule and fielding requests for duty changes from the Resident Assistant staff.
- B. Hall Hub management to include but not limited to inventory management, space upkeep, and overseeing all other operations at the direction of their Area Coordinator.
- C. Respond to facility-related emergencies, providing support and resources to students and others, including proper referrals.
- D. Educate residents on community safety and security efforts as well as emergency and severe weather procedures.
- E. Complete administrative assignments by the deadline set by your supervisor.
- F. Be available for staff meetings on Mondays from 8pm-9:30pm each week.
  - a. As necessary, they will lead a monthly training session or professional development session during staff meeting
- G. Participate in biweekly meetings with their Area Coordinator to discuss building happenings, building maintenance, students of concerns, hall council items, hall hub management, etc.
- H. Complete weekly building walk-throughs to ensure safety measures are in place and the building operations.
- I. Other duties as assigned.

#### Leadership

- A. In coordination with the Area Coordinator advise Hall Council.
- B. Actively support other members of the staff and established community expectations.
- C. Encourage and support community and hall student leaders.
- D. Assist in the recruitment, development, and retention of student leaders.
- E. Assist with and encourage participation in programming opportunities offered by the Department of Residence Life and campus partners.
- F. Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.
- G. Uphold the Department's Commitment to Diversity and Inclusivity, and Commitment to Customer Service.

H. Other duties as assigned.

### **Qualifications and Conditions of Employment**

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- Must have completed one year as a Resident Assistant at UWRF and meet the requirements listed below.
- Must be enrolled as a full-time student, no less than 12 credits per semester during the period of employment.
- Must be in good standing regarding campus conduct, not being on residence hall or university disciplinary probation.
- Minimum cumulative GPA 2.50 before and during employment. If an CA's cumulative GPA falls below a 2.50, it will result in termination from the position. Upon starting the position, if an CA has a semester GPA below 2.50 (but maintains a cumulative GPA above a 2.50) they will be placed on Residence Life Academic Probation for the term of one semester. If the CA fails to raise their next semester GPA to a 2.50, it will result in termination from the position.
- Must not be student teaching, studying abroad, completing a full-time internship, or another activity that requires significant time away from campus during the 2024-2025 academic year.
- Must be able to attend staff meetings, complete all training sessions, and be present during required dates. Exceptions may not be made for other off-campus or on-campus positions that conflict with required dates.
- Prior to and during employment, The CA is expected to serve as a positive role models for residents and other staff. The CA is expected to follow residence hall and University policies, as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off duty, on or off campus.
- Prior to employment, any offer is contingent on passing the background check.
- The CA position is a full academic year appointment. If, after being selected and assigned, a CA learns that they will be unable to work both semesters, they may be removed from the position.
- The CA position requires responsibilities of entering campus residence halls, some of which do not have elevators. The position also requires late nights, and infrequent lifting of items of 25lbs.

### **Termination/Resignation**

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The following behaviors, if committed by a Community Assistant, are considered serious enough to warrant conduct referral, disciplinary action, and/or termination from the CA position. Please note that this is not a comprehensive list. If a CA is allegedly involved in a violation of Residence Hall and/or University policy, the CA as a student is also subject to adjudication through the conduct process of the University.

- Violation of Residence Life and/or University policies and regulations.
- Behavior resulting in a felony conviction.
- Behavior resulting in a misdemeanor conviction that casts reasonable doubt on the likelihood of satisfactory job performance.
- Acts of negligence, depraved indifference, and/or incompetence that cast reasonable doubt on the likelihood of job performance or endanger the safety of a student.
- Misuse of official keys or card access.
  - Loss of a master key could result in the replacement cost for re-coring building locks being charged to the CA.

- Refusal to comply with reasonable, legitimate, and specific direction with regard to responsibilities expressed or implied in the job description.
- Behavior that can be reasonably considered to be seriously damaging to the ability of the University to meet its contractual responsibilities including but not limited to; lying, interference with University job performance, etc.
- The use of alcohol or other drugs which violates any Residence Hall/University and/or State policies or expectations of CA positive role modeling including but not limited to being under the influence while performing any aspect of the CA job such as assisting students, completing duty, responding to an emergency, etc.

Any violations of the above guidelines will warrant consideration for a formal job performance review or immediate dismissal from the position and cancellation of all benefits of employment.

Termination of employment will require the departing staff member to be moved out no later than 48 hours after receiving written notification of their termination. In some cases, immediate relocation may be necessary.

In the case of a resignation, the CA must work with the Area Coordinator to establish an appropriate timeline to move to a different residence hall space. The timeline will be no later than 48 hours from the date of resignation.

Upon conclusion of employment, all benefits are ended, and the CA must return all items to the Area Coordinator and are not eligible to reside in the area they worked in. The CA is expected to honor the terms and conditions of the residence hall contract they signed despite no longer being employed by the Department of Residence Life.

### **Appeals**

A CA who wishes to appeal their termination must submit a notice to appeal within 24 hours of termination. Termination due to academic standing is not a reason to appeal. Upon receipt of the notification, the Executive Director of Campus Life will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.