

Community Assistant**2025-2026 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, 2025 @ 1:00pm through May 16, 2026 @ 5:00pm**Remuneration:** CAs are compensated for their work in the form of a single room or a fully furnished apartment (when applicable), a 60-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 paycheck at \$11 an hour for 20 hours a week. This pay is suspended starting at the first day of Fall Closing and resumes on the 1st day of mandatory Spring training.
2. **Meals:** Residence Life will provide a 60-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 to be distributed at the end of each semester.

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. These times and dates may change based on departmental and/or university needs.

- **Staff Meeting:** Mondays 8:00 pm - 9:30pm during the Fall and Spring semesters
- **Fall Training:** August 11th @ 1:00pm – August 29th @ 6:30pm
- **Fall Opening:** August 29th @ 7:00am - September 1st (no later than 11pm) *includes move-in day and Week of Welcome activities
- **Fall Semester:** September 2nd - December 19th @ 12:00pm
- **Spring Training:** January 19th @ 1:00pm - January 23rd @ 6:30pm
- **Spring Opening:** January 23rd @ 7:00am - January 25 @ 6:30pm
- **Spring Semester:** January 19th - May 16th @ 12:00pm

Residence halls are opening during academic breaks and need to be staffed. Therefore, some staff are expected to volunteer during breaks to assist with duty (typically paid shifts). These times and dates may change based on departmental and/or university needs.

Staff should not schedule vacation plans until break duty assignments have been made.

- **Fall Break:** Staff can leave the day before Fall Break begins 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.
- **Thanksgiving:** Staff can leave the Tuesday 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 19th @ 6:30pm - January 24th @ 1:00pm. 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

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. Create a professional development plan with your Area Coordinator that can include the following below throughout the Academic Year:
 - Mental Health First Aide Course
 - General first aid course
 - Crisis intervention training
 - Narcan training
 - Allyship training
 - Intercultural Development Inventory
 - Trauma-informed care training
 - Potentially attend UMR-ACOHU Conference
 - Potentially attend UNI RA Conference
 - Other opportunities you may find

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 or programs 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. Attending, assisting with, and/or presenting during Residence Life student staff training sessions (fall and winter).
- F. Assist with and encourage participation in programming opportunities offered by the Department of Residence Life and campus partners.
- G. Actively support other members of the staff and established community expectations.
- H. Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.

- I. Uphold the Department's Commitment to Diversity and Inclusivity, and Commitment to Customer Service.
- J. 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. Maintain community space (ex: building lobby) bulletin boards by ensuring placement of posters are neat and orderly.
- G. As CAs work to provide opportunities to educate students, they are expected to assist their RA staff in implementing hall programs. Also, CAs must host one program per semester and support their AC in their required semesterly programming. The traditional events within an area can count as one of these required events (Grimm's 'Haunted Hall' for example). All CAs are expected to help implement traditional events in their respective areas.
- H. Other duties as assigned.

Residence Hall Operations & Management

- A. Respond to facility-related emergencies, providing support and resources to students and others, including proper referrals.
- B. Educate residents on community safety and security efforts as well as emergency and severe weather procedures.
- C. Complete administrative assignments by the deadline set by your supervisor.
- D. Be available for staff meetings on Mondays from 8:00 pm - 9:30 pm each week.
 - a. As necessary, they will lead a monthly training session or professional development session during staff meeting
- E. Participate in biweekly meetings with their Area Coordinator to discuss building happenings, building maintenance, students of concerns, hall council items, front desk management, etc.
- F. Complete weekly building walk-throughs to ensure safety measures are in place and the building operations.
- G. Other duties as assigned.

Staff Support and Advising

- A. Support and advise the Hall Hub Assistants located in your assigned areas. This includes but is not limited to assisting with scheduling and training, filling in for Hall Hub shifts when necessary, supporting administrative measures as implemented by the supervising Assistant Director of Residence Life, completing administrative tasks, and effective communication.
- B. Serve as the primary advisor for their Hall/Area Council.

- a. Encourage and support community and hall student leaders.
- b. Assist in the recruitment, development, and retention of student leaders.

Qualifications and Conditions of Employment

- 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. Exceptions may be approved on a case-by-case basis at the discretion of the appropriate Assistant Director of Residence Life.
- 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 a CAs cumulative GPA falls below 2.50, it may result in termination from the position. Upon starting the position, if a CA has a semester GPA below 2.50 (but maintains a cumulative GPA above 2.50) they may 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 may 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 2025-2026 academic year without prior approval of the appropriate Assistant Director of Residence Life.
- Must be able to attend staff meetings, monthly Area Leadership 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 without the prior approval of the appropriate Assistant Director of Residence Life.
- Prior to and during employment, The CA is expected to serve as a positive role model 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 a 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 25 lbs.

Termination/Resignation

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 Residence Life Director for Community and Student Development will schedule a meeting with the appealing staff member to review the circumstances surrounding termination.