

Community Assistant

2026-2027 Position Description

Department of Residence Life • University of Wisconsin-River Falls

UNIVERSITY OF WISCONSIN

River Falls
RESIDENCE LIFE

Title: Community Assistant (CA)

Department: Residence Life

Reports to: Area Coordinator

Appointment: August 10, 2026 @ 1:00pm through May 15, 2027 @ 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 for 20 hours weekly at \$11 an hour. Each semester the room waivers are applied to a CA's account a week prior to the start of classes.

- **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.
- **Meals:** Residence Life will provide a 60-block meal plan per semester for use when food service is in operation at the University Center. State of Wisconsin rules limit how we can offer the meal plan. Because of this, CAs may choose to decline the meal plan if they wish; however, we are unable to modify or substitute this benefit. Some meals may be provided for staff during trainings.
- **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 8:00pm-9:30pm during the Fall and Spring semesters
- **Fall Training:** August 10th @ 1:00pm – August 28th @ 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 23rd @ 5:00pm
- **Spring Training:** January 19th @ 9am - 22nd @ 6:30pm (Due to holiday on 1/18 training will begin Tuesday 1/19)
- **Spring Opening:** January 22nd @ 7:00am - January 24th @ 6:30pm
- **Spring Semester:** January 25th - May 14th @ 12:00pm

"No Fly" or closed weekends are those in which CAs will be expected to remain on campus due to increased campus activity or needs related to the CA position. These weekends include those such as fall hall opening (August 29th-September 2nd), spring hall opening (January 22nd-January 25th). Other weekends may be announced in the future and with as much notice as possible.

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 create break 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 this break duty must return the Monday morning after Thanksgiving.
- **J Term/ Winter Break:** December 23rd 2026 @ 6:30pm - January 23rd 2027 @ 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 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. As CAs are compensated for 20 hours of work weekly, and it is strongly encouraged additional employment does not exceed 10 hours per week.

Professional Development

- 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

- 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.
- Foster a sense of community by attending Weekly Traditions or programs implemented by the Resident Assistants within their assigned area.
- Support the University's educational mission and value for diversity by creating an inclusive environment for all Residence Life students, staff, guests, and partners.
- Facilitating conversations between residents by increasing their understanding of one another and helping them through compromise and conflict resolution.
- Attending, assisting with, and/or presenting during Residence Life student staff training sessions (fall and winter).
- Assist with and encourage participation in programming opportunities offered by the Department of Residence Life and campus partners.
- Actively support other members of the staff and established community expectations.
- Role model positive behavior to residents and peers regarding academics, University and departmental policies, and interpersonal skills.
- Uphold the Department's Commitment to Diversity and Inclusivity, and Commitment to Customer Service.
- Other duties as assigned.

Residential Curriculum (REC)

- Implement the REC as outlined by your supervisor by focusing on departmental learning outcomes and the goals of the community.
- 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.
- Respond to resident behavior which may be indicative of personal, social, or academic problems and refer them to the appropriate campus resources.
- Collaborate with the Area Coordinator in planning and implementation of curriculum programs.

- Maintain an area programming calendar which includes information regarding community, building, area, and all campus programs as applicable.
- Maintain community space (ex: building lobby) posting areas and ensure posters are not outdated and hung in an organized manner.
- 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.
- Other duties as assigned.

Residence Hall Operations & Management

- Participate in duty rotation during the designated hours as assigned by the Residence Life Department and complete all expectations and tasks associated with being on duty in assigned area.
- Respond to facility-related emergencies, providing support and resources to students and others, including proper referrals.
- Educate residents on community safety and security efforts as well as emergency and severe weather procedures.
- Complete administrative assignments by the deadline set by your supervisor.
- Be available for staff meetings on Mondays from 8:00 pm - 9:30 pm each week.
 - May be asked to co-lead a presentation during a staff meeting, particularly one of the monthly all-staff meetings.
- Participate in biweekly meetings with their Area Coordinator to discuss building happenings, building maintenance, students of concern, Programming and Activities Board, Hall Hub management, etc.
- Complete weekly building walk-throughs to ensure safety measures are in place and the building operations.
- Other duties as assigned.

Staff Support and Advising

- 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.
- Serve as the primary advisor for their Area's Programming and Activities Board.
 - Encourage and support community and hall student leaders.
 - 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 an individual basis at the discretion of the appropriate Assistant Director of Residence Life.
- Must be in good standing with 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 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 all 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 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.

Residence Life addresses performance concerns through a coaching-centered approach that promotes growth, development, and accountability, ensuring alignment with departmental and UWRF mission, values, and expectations. Concerns related to student staff conduct will be addressed in accordance with Residence Life and/or UWRF student conduct processes.