



COMMUNITY ASSISTANT JOB DESCRIPTION

Qualifications

- A STRIVE Community Assistant is a full-time undergraduate who works with students, staff, resident faculty, campus and community leaders, etc. to facilitate a living & learning environment founded on direct community service, civic engagement and leadership development. He or she serves as role model and resource person, contributing positively to the intellectual, social and cultural development of the STRIVE program participants.

Minimum Qualifications

- Must be a full-time undergraduate with a minimum of 12 credits per semester for undergraduates.
- Be available for the full undergraduate calendar/academic year of appointment with flexibility to return early from summer and winter breaks, as well as stay late as needed to assist the residential college staff, depending on the STRIVE Community orientation schedules.
- Possess a minimum cumulative GPA of 2.75 at the time of the application and appointment.

Disciplinary Standing

- A candidate should not be on strict disciplinary probation (SDP) or final disciplinary probation (FDP) at the time of the application and/or employment.

Extracurricular Involvement

- Involvement in extracurricular activities, as well as outside employment, is permissible only with the expressed approval from the Butler Center advisor prior to the commitment. In general, any non-academic commitment greater than 12 hours per week may interfere with your ability to be a successful CA.

Terms of Employment

- The term of employment extends for one academic year, beginning on Monday, August 5, 2008, to Saturday, May 16, 2009 (please note- these dates are tentative at this time but will be confirmed at the time of hire).

Compensation

- Compensation includes a single room in an assigned residential college when the building is open for the semester. Student will have a choice between an eight meal plan and a 14 meal plan when University Board Plan is operating. The Department of Residence Halls and the Butler Center for Service & Leadership does not provide meals when the dining service facilities are closed or allow substitutions, e.g. cash, for those not wishing the board plan. No additional stipend is offered with this position.

Roles & Responsibilities

Please note that all duties, when appropriate, will be done in seamless conjunction with the Residence Life Staff. The roles and responsibilities of the Community Assistant position within the STRIVE Living & Learning Community will include but are not limited to the following:

- Adherence to all policies, rules and regulations of the University of Miami. Failure to abide by all regulations and policies, or failure to present yourself as a positive role model, may result in dismissal from the position and cancellation of all benefits of employment.
- Attend weekly STRIVE Leadership Team meetings comprised of the Residence Coordinator for Pearson Residential College, STRIVE Resident Assistant, STRIVE Community Assistants and STRIVE Community Advisor/Butler Center for Service & Leadership Director.
- As appropriate, serve as a part of the Pearson staff in their creation and implementation of a building-wide community in the residential college as well as a programmatic vision.
- Assist with assessment of proposed outcomes within Pearson Residential College (especially the STRIVE Community) and continuing evaluation of programs to ensure that they meet the needs of an evolving student dynamic.
- Role model and follow all established policies and procedures as well as a healthy, balanced lifestyle.
- Assist student with their general orientation- including both academic and social aspects- to the campus and surrounding community.
- Advise students who express personal, social and academic concerns.
- Be knowledgeable about University and departmental (both Residence Halls and Butler Center for Service & Leadership) policies, regulations and general information. Refer students to appropriate departments for assistance.
- Assist students in meeting their academic responsibilities/performance goals by monitoring their academic achievement as well as maintaining a floor environment conducive to study. Foster the development of successful study habits.
- Work with appropriate campus resources to afford opportunities for the active exploration of intended and potential academic majors and minors.
- Encourage students to act with reason and responsibility, creating an ethic of care for themselves, one another and the larger community with which they have chosen to affiliate.
- Integrate the on-going academic, cultural and social life of the University within the residential college by providing opportunities for programming. Assist in the creation and implementation of the programming vision of the larger Pearson Residential College community, of which STRIVE is a vital, inclusive part.
- Pursue opportunities to engage University faculty, administrators, community leaders, business leaders, etc. in numerous different programming and networking activities.
- Support and encourage student involvement in planning and implementing the programmatic direction of the STRIVE community.
- Keep students informed about University and community events through house meetings, posters and flyers.
- Facilitate appropriate response and report emergencies or serious illnesses to appropriate personnel, especially during service days and other outings associated with community participation requirements.
- Maintain a living environment conducive to studying and assist with enforcing the quiet hours policy with students as needed.
- Develop and support academic initiatives and further educational opportunities in the community. Increase the academic and social integration of community members through study buddy programs, sociograms, etc.

- Keep both Pearson Residence Coordinator and Butler Center Director/STRIVE Advisor informed of all resident issues and roommate conflicts, working to proactively identify potential problems and mitigate the effect of these problems on both the individual and the community. Provide documentation of all problems to appropriate professional staff and resident assistant staff for follow-up. Maintain confidentiality as appropriate.
- Administer paperwork related to managing STRIVE weekly logs for hours for participants, tracking incentives offered, informing STRIVE leadership of delinquent members, ensuring guidelines are met within the mentoring relationships, guiding STRIVE work groups/teams toward completion of their projects, etc.
- Maintain the physical environment on the floor, especially the bulletin boards specifically assigned to the STRIVE Community. Utilize these bulletins boards as a means to inform residents of upcoming opportunities as they relate to community service, civic engagement and leadership development but, of equal importance, use these boards as a means to educate residents.
- Open channels of in-depth dialogue- free of judgment or repercussion- between STRIVE participants and community members at large; develop avenues of action for the meaningful engagement in the issues discussed.
- With approval from STRIVE Leadership Team, arrange the content, logistics, evaluation, etc. of the weekly STRIVE house meetings.
- Plan and attend educational, social, service, leadership development and community engagement events for the STRIVE Community as needed.
- Engage the STRIVE Steering Committee in soliciting feedback about the proposed plan of action and content to be covered within community meetings, the creation of networking opportunities and support services, etc.- follow up as needed.

