

# COMMUNITY ASSISTANT

## POSITION DESCRIPTION & AGREEMENT

Contract Dates: June 1<sup>st</sup>, 2021 – July 14<sup>th</sup>, 2022



### **SUMMARY**

A Community Assistant serves as a peer educator and helper in order to facilitate the personal and academic growth and development of students. Community Assistants are selected on the basis of leadership experiences, communication and interpersonal skills, ability to be a positive role model academically and behaviorally, interest in working with students to develop a positive floor/building community and willingness to promote their own personal growth and development.

### **KEY RESPONSIBILITIES**

- Support the goals, expectations, and mission of The Daumier and perform duties accordingly.
- Be regularly available/visible to residents each day.
- Work with others collaboratively, including The Daumier, maintenance, courtesy officers, police, etc.
- Hold the position secondary only to academic requirements.
- Function as a positive role model at all times, including at activities that occur.
- Follow the policies and regulations regarding student behaviors as stated in The Daumier Agreement.
- Accept challenges to personal growth and utilize feedback to improve performance.
- Serve as an ambassador for Capstone On Campus Management. All information (electronic, voicemail, personal contact, guided tours, etc.) should be reflective of this role, presenting a positive and professional image of Western University of Health Sciences and Capstone On-Campus Management.

### **AS A MEMBER OF THE DAUMIER STAFF, WE EXPECT YOU TO:**

- Assist students regarding personal, social and academic concerns or needs; refer students, as necessary, to appropriate university and/or community resources.
- Assist students in mediating conflicts, both proactively and reactively.
- Inform and update the building director of any important floor/building occurrences and students with possible emotional, physical and mental health concerns.
- Initiate and maintain regular contact with floor residents throughout the year to develop positive relationships.
- Promote and demonstrate respect for all students, inclusive of all races, ages, ethnicities, genders, sexual orientations, religions, abilities, etc.

### **COMMUNITY DEVELOPMENT AND LEADERSHIP**

- Work with students to develop building environments that provide a reasonable degree of quiet and order and protect the rights and privacy.
- Complete educational, academic, and social programming requirements as outlined by the AD. Programming requirements will vary.
- Encourage student participation in University sponsored programs.
- **Serve on duty for the community, including, but not limited to: conducting rounds to enforce policy and interact with residents, encouraging civic involvement and serving as a resource for the community.**
- **Respond to lockouts, crises, and emergencies as directed by established protocols or as directed by supervisor(s) or other management staff.**
- Inform students of behavioral regulations established in The Daumier Occupancy Agreement. Promote student understanding of their responsibility for living within these guidelines.

- Appropriately confront students and document behavior that violates policies and procedures. Follow up with the student(s) and the Assistant Director as necessary.
- Attend judicial conferences as required.
- Assist students in their adjustment by supporting University activities.

### **ADMINISTRATIVE DUTIES**

- Promptly and accurately complete, by established deadlines, all assigned administrative duties as required by the Assistant Director and Director. This includes (but is not limited to): forms, logs, and weekly reports.
- Post information/notices on the floor.
- Attend and participate in all staff meetings, development programs, and training programs
- Provide desk coverage as directed by the supervisor in the unexpected absence of an office worker to meet the needs of the community.
- Implement specific procedures for closing and opening the building as stated by the Assistant Director and Director.
- Cooperate with and demonstrate support for maintenance and custodial personnel. Alert building directors to maintenance or housekeeping problems.
- Conduct Quarterly Inspections (2-fall; 2-spring)
- The Community Assistant will assume other responsibilities and duties as assigned by The Daumier professional staff.

### **HOURS AND COMPENSATION**

This student position is anticipated to work 15-25 hours a week. These hours will be occupied with on-call responsibilities, office hours, meetings, project work, and administrative responsibilities. There is also the opportunity to work for additional hours over break periods, including summer.

Community Assistants will be paid 2 hours for every on-call weekday shift (Monday – Friday), 3 hours for every on-call weekend shift (Saturday – Sunday, and holidays for in when the office is closed) and per hour for all office shifts. This is given as an employee discount applied to your housing fee through your Daumier Resident Portal account.

By signing this document, I agree that I have read and understand its content. If I cannot observe these responsibilities, I understand that I may be put on probation for a time period or terminated from my position as a Community Assistant.

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Community Assistant (Print Name)

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Supervisor (Print Name)

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Signature

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Signature

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Date

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Date