



Community Assistant Core Values

Job Summary

The Community Assistant is a student member of the staff who works most closely with property residents. As a staff member, he/she will work to build community, maintain communications between management and residents, and assist in a multitude of administrative tasks. The Community Assistant is responsible for the development of a residential community that enhances the total collegiate experience and facilitates resident growth. These goals may only be accomplished through CA availability in their building(s) and around the property. The majority of the Community Assistant's responsibilities involve direct contact with residents. One of the most important CA responsibilities is to be available to, and spend time with, all residents living in the community. Basic duties include maintaining communication between Management and the residents, as well as implementation of policies, procedures and regulations.

The roles Community Assistants play fall into several broad categories. The CA serves as a catalyst to enable the residents to create and maintain a community environment. One of the most rewarding aspects of the job is the opportunity to meet and interact with different types of people and encounter new ideas. It is the expectation of all CA's to become involved with and get to know all of their residents. Following are descriptions of the components and roles of the Community Assistant position that are vital to success.

Core Values

1) Know and Care For Residents:

Knowing residents well is critical to Community Assistant success. Promoting ongoing interaction and cooperation is essential to resident satisfaction. CAs are aware of the feelings, interests, and issues that residents may have and take the time to help in any way they can. Community Assistants will be needed as a sounding board for fellow students. CAs are called upon to lend assurance for academic, personal, and social issues.

2) Build Community:

The total value of a college education can only be realized when a resident involves him/herself in many aspects of the collegial experience (e.g. leadership activities, volunteering, student government). Community Assistants raise resident's level of awareness of what is available to them and how to get involved. Community Assistants will maintain a high profile on the property and be approachable and receptive to all residents. CAs help residents learn new skills, understand themselves and others, and create enthusiasm and interest on and off property. CAs enrich their collegiate residents' experience.

3) Share Knowledge:

Community Assistants are knowledgeable about property policies and community and University resources. Community Assistants play a vital role in directing residents to the appropriate property staff members. Community Assistants provide accurate information about the property to residents. Community Assistants are informed and familiar with important services on campus.

4) Promote Learning:

Community Assistants facilitate the development of critical life skills, social awareness, and an embracing of diversity among residents in the community. Community Assistants foster personal responsibility through the enforcement of community policies. Resident learning is enhanced through the staff's programming efforts, CAs interaction with residents, and by supporting personal accountability. CAs support the University's mission through implementing these student development initiatives.

5) Role Model:

Community Assistants are held to a higher standard and as a result are considered community leaders and set the example for conduct and attitude. CA's actions constitute acceptable behavior in the eyes of residents. CA's will observe all property and University policies, rules, and regulations.

6) Embrace Diversity:

An important aspect of promoting learning is demonstrating an appreciation for cultural differences and opposing intolerance and bigotry concerning these differences. Community Assistants are committed to assuring fairness for all residents within the community.