

The Community Assistant (CA) at Clarion University is a student who, because of his/her maturity, scholarship, experience, and interest, has been selected by the Center for Residence Life Services staff to assist with various aspects of the Residence Life Program. Community Assistants (CA) support the mission of University Housing by contributing to the creation of inclusive and welcoming communities for all residents. CAs support University Housing's initiatives and also assist with life skills outreach including conflict management and personal wellness activities.

CAs responsibilities include:

- Developing a sense of community among residents living within assigned area.
- Hosting programming events for their community
- Addressing and following up with students about their concerns.
- Working cooperatively with other staff members and area supervisor
- Assisting with the operations of your living facility under the direction of your supervisor.
- Preparing and distributing housing information throughout the semester.
- Serving as the on-call duty person addressing policy violations and responding to emergencies as needed.
- Attending and Participating in Residence Life Training

Students in the CA position are expected to work 11-20 hours per week to accomplish their assigned tasks and develop additional resources to assist their residents. CAs must live on campus and will live in the community in which they work.

The CA position requires the following skills and abilities:

- Ability to work independently with and without direct supervision
- Ability to work cooperatively with others
- Ability to successfully complete tasks that are assigned
- Excellent communication skills, including the ability to successfully understand job expectations
- Willingness to reach out and talk to students
- Ability to initiate, organize and implement meaningful activities and events

Qualifications:

To be eligible for the Community Assistant position the candidate must:

- Have a minimum cumulative quality point average of 2.5 for undergraduates and 3.0 for graduates.
- Have lived in a university-supervised community living experience for at least one full semester prior to his/her appointment date.
- Be willing and able to be employed for at least two semesters.

- Not be on disciplinary probation at the time of application. A probation or suspension must expire one full semester prior to application.
- Have no plans to student teach during the first semester of employment.
- CAs are not allowed to have outside employment during their first semester of their new position.