

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
- 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
- Encourage residents to become active in hall, campus, and community activities
- Preparing and distributing housing information throughout the semester
- Host programs, design bulletin boards and door decorations for their communities
- Attend weekly staff, one-on-one, and hall council meeting
- Serving as the on-call duty person addressing policy violations and responding to emergencies as needed
- Attending and participating in Residence Life Training
- Assist with opening and closing of residence halls

Students in the CA position are expected to work approximately 11 hours per week at \$7.25 per hour 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 Qualifications:

1. High level of maturity exhibited in sound judgment, emotional stability, flexibility, and willingness to accept responsibility.
2. Ability to work cooperatively with others.
3. Ability to work independently with and without direct supervision.
4. Ability to successfully complete tasks that are assigned.
5. Excellent communication skills, including the ability to successfully understand job expectations.
6. Willingness to reach out, socialize and talk to students.
7. Open-mindedness and the willingness to embrace differences and diversity.

8. Ability to initiate, organize and implement meaningful activities and events.
9. Have a minimum cumulative quality point average of 2.5 for undergraduates and 3.0 for graduates.
 - a. To remain in good standing, CA's must continue to have a 2.5 cumulative quality point average for undergraduates and 3.0 for graduates throughout their time as a CA. If their cumulative GPA goes below a 2.5 but above a 2.0, the CA will be on one semester of probation with the position however it is at the discretion of the Director and supervisor to determine the proper action for the CA. All aspects of extracurricular activities and additional jobs will be taken into consideration. If the CA is approved to continue in the position, this semester it would be expected the student's GPA will be brought to above 2.5, otherwise they will not continue within the position the following semester.
 - b. If the CA's cumulative quality point average drops below a 2.0, the student will not be employed in the position any longer.
10. Have lived in a university-supervised community living experience for at least one full semester prior to his/her appointment date.
11. Be willing and able to be employed for at least two semesters.
12. Not be on disciplinary probation at the time of application. A probation or suspension must expire one full semester prior to application.
13. Have no plans to student teach during the first semester of employment.
14. CAs are not allowed to have outside employment during their first semester of their new position.
15. Employees who are terminated by Residence Life are not eligible for employment within the office of Residence Life for a period of at least two years.