

Community Assistant (CA) – Position Description – 2020-2021**DATES OF CONTRACT:**

- The period of the contract is from Saturday, August 22, 2020 through Tuesday, May 25, 2021.
- Return to campus for all Residential Life trainings, which include:
 - **Fall semester:** Saturday, August 22, 2020 (by 4pm)
 - **Spring semester:** Monday, January 18, 2021 (by 4pm)
- Be present for all residence hall openings, which include:
 - **Fall semester:** Thursday, September 3, 2020 – Tuesday, September 8, 2020
 - **Thanksgiving break:** Sunday, November 29, 2020 by 2 pm
 - **Spring semester:** Friday, January 22, 2021 – Sunday, January 24, 2021
 - **Spring break:** Sunday, March 21, 2021 by 2pm
- Remain for all residence hall closings, which include:
 - **Thanksgiving break:** Wednesday, November 25, 2020 (up until 4pm)
 - **Fall semester:** Saturday, December 19, 2020 (up until 4pm)
 - **Spring break:** Saturday, March 13, 2021 (up until 4pm)
 - **Spring semester:** Friday, May 12, 2021 (up until 4pm)
 - **Spring semester:** Tuesday, May 25, 2021 (up until 4pm)

Office of Residential Life Responsibilities

- Assist and support your assigned Area Coordinator in their day-to-day tasks
- Run weekly resident rosters for all the RAs on your team
- Track programming requirements and paperwork for your RA team
- Assist in coordinating the on-call schedule for your RA team
- Plan and execute staff development activities/exercises throughout the semester
- Check your ORL mailbox weekly and hang received materials in a timely manner in your community
- Maintain up to 10 office hours a week in the Office of Residential Life assisting your AC

Community Building & Residential Education

- Support and act as a resource for a village neighborhood within the apartment villages
- Collaborate with the CA team to plan and execute large-scale programming for both apartment villages
- Fulfill the residential education model requirements as outlined in the Residential Education Model.
- Complete all residential education paperwork within the timeline outlined.
- Communicate with village residents through email, door-to-door, signage, hand-outs, etc.
- Assist the Office of Residential Life with departmental and campus-wide events
- Collaborate with fellow RAs, campus leaders, and offices..

Relationship with RA Team

- Contribute to a supportive team dynamic with fellow RAs.
- Engage in mentoring relationships with fellow RAs.
- Attend a weekly staff meeting on Mondays from 8:30pm-9:30pm.

Relationship with Supervisor

- Report to an Area Coordinator (AC), maintaining regular communication concerning academic, social, and professional needs and developments.
- Report sensitive information to your AC.
- Comply with the requests of Residential Life professional staff.
- Attend weekly one-on-one meetings with your AC.
- Seek continuous help and support from your AC when you are struggling with the CA position
- Complete other duties as assigned by the professional staff in Residential Life to support the mission of the department.
- Comply with all additional assigned tasks and responsibilities from your supervisor including but not limited to: additional residents, tasks and requirements.

Training & Development

- Participate in all required residential life pre-semester and on-going trainings.
- Assist in the training and development of RAs.
- Know and remain informed about college services and resources.
- Contribute to the RA Recruitment and Selection process.
- Participate actively in a chosen Residential Life Committee and attend all meetings.

Housing Operations

- Assist in all residence hall/apartment openings and closings.
- Conduct room visits and inspections as necessary.
- Complete and maintain Room Inspection Forms (RIFs).
- Submit and record work orders and facilities concerns as necessary.
- Report all facilities emergencies to Facilities Services or Campus Safety.
- Contribute to the Housing Selection process.

Attitude & Demeanor

- Serve as an official representative of the Office of Residential Life, Division of Student Affairs, and Skidmore College.
- Role-model positive behavior and comply with college policies and procedures.
- Present a professional appearance on campus, off campus, and in online communities.
- Understand and utilize appropriate communication channels.
- Maintain resident privacy and comply with all mandated reporting obligations.
- Assist in the critical evaluation of office practices, policies and procedures.
- Check and reply to emails daily pertaining to residential life duties.
- Attend and be punctual with all scheduled meetings and events.

CA Remuneration

- Apartment housing credit
- Option to choose apartment housemates (*this option may not be available after initial hiring*).

CA Terms of Contract:

- Read and abide by the Housing Policies and Student Code of Social Conduct, as found in the Student Handbook.
- Read and abide by all expectations, policies, and requirements.
- Remain in good academic and social standing from the date of hire.
- Seek approval from supervising AC for any outside activity that may interfere with competent fulfillment of the responsibilities of the CA position
- CAs must remain on campus during opening, closing, and any other important dates as outlined in their contracts.

Eligibility to Apply

1. Leadership potential demonstrated through previous leadership experiences, recommendations, staff evaluations, and observation through the selection process.
2. Demonstration of advanced level of maturity exhibited in sound judgment, emotional stability, flexibility, willingness to accept responsibility, understanding and appreciation of diverse cultures, and commitment to equal opportunity.
3. Proven interpersonal skills and demonstrated ability to interact effectively with others.
4. Must have a minimum 2.5 cumulative GPA and maintain good academic standing.
5. Must be in good social standing with the college.
6. Preference will be given to candidates who can commit to a full year.
7. Must have two semesters or more of RA experience (by start of position) to apply. Due to the value of experience and training preference will be given to RAs with 3 or more semesters of experience.