



## Community Assistant Job Description

A Community Assistant (CA) is a student who lives in the residential community and acts as a resource for the students, similar to a Resident Assistant (RA).

### Duties and Responsibilities of the Community Assistant:

- Act as a leader and role model for the community
- Become acquainted with each resident on his/her designated floor(s)
- Establish a rapport that makes residents feel comfortable in approaching the CA with questions, concerns, and ideas
- Assist individuals with personal, roommate, social, cultural, emotional, and academic concerns, while maintaining strict confidentiality
- Refer students to appropriate resources on and off campus
- Conduct regular community meetings at the beginning and end of each semester and/or at the request of the Resident Director or Director of Student Life
- Host and attend monthly activities for residents
- Attend and keep residents well informed of community and campus events and activities
- Promote an environment conducive to effective studying
- Understand and use emergency procedures effectively
- Provide general supervision of resident conduct in the community
- Enforce the "Rules and Regulations" listed in the residents' lease and approach students who violate community standards
- Assist with check-ins, checkouts, room changes, and marketing events as required
- Provide assistance for general maintenance needs
- Attend weekly staff meetings and individual meetings with the Director of Student Life

### Minimum Qualifications:

- Must be enrolled as a part-time, degree-seeking student
- Must maintain a minimum grade point average of 2.5
- Must be 21 years old to apply for the CA position
- Outside activities and/or jobs must not conflict with CA obligations, shifts, or staff meetings
- Exhibits strong organizational and written skills
- Sound judgment, emotional stability, flexibility, leadership skills, and willingness to accept responsibility

### Expectations:

- As a staff member of The Regency, it is expected that a Community Assistant will model appropriate behavior and follow all published and stated rules and regulations.
- The Regency does not close for winter and summer breaks and will have staff on duty the entire time.
- CAs will be expected to be available for part, if not all of the holiday breaks.

### Compensation:

Community Assistants will be compensated with a single unit in the Regency and a Meal Plan when the cafeteria is open. (The Cafeteria is closed during summer and winter breaks.) There will also be partial monthly cell phone reimbursement.

Qualified applicants are encouraged to email a **cover letter** addressing their specific qualifications for the position and a **resume** to Leann Link, Director of Student Life, at [llink@regencystudenthousing.com](mailto:llink@regencystudenthousing.com).