

Community Assistant Housing & Residence Life

Position Summary

The Community Assistant (CA) is a senior student-staff position that assists and supports the Residence Life Coordinators (RLCs), the Residence Life Team and Residence. Community Assistants report directly to Residence Life Coordinators and the Manager, Housing & Residence Life. The CA is a live-in staff position that is expected to be a mentor to the Residence Life Team, providing guidance and leadership in the areas of Residence programming, Community Standards, administration and Residence Life Team leadership. In collaboration with the Senior Residence Assistants (SRAs), CAs will support the RLCs by acting as a liaison between them and the rest of the Residence Life Team. In this capacity, CAs will develop skills in the areas of program development, implementation, leadership, assessment, supervision, and facilitation of low-level student-to-student conduct meetings using restorative approaches. Due to the duties and nature of this role, the CA is expected to work between **15-20 hours per week**.

Note: In addition to weekly in-office tasks, Community Assistants will participate in a weekly on-call rotation as the *Assistant* Co-coordinator on-call where the incumbent will respond to low- to mid-level student incidents.

Conditions for the Position:

- Must be enrolled as a full-time student at UNBC with a minimum of a 3.0 CGPA
- Must have minimum 2 years previous UNBC Residence Life student leadership experience
- Must be available for Resident Assistant Training in August
- Must have a demonstrated ability to develop and carry-out successful programming for a residence community
- Must have exceptional organizational, listening, facilitation, presentation, and interpersonal skills
- Must be responsible, resourceful, and willing to work variable hours, including on-call, and as part of a team
- Must have excellent communication and customer service skills
- Must not engage in any behaviour or activity while living in Residence that damages the reputation of the Residence community or UNBC

Responsibilities:

*Responsibilities of the Community Assistant include but are not limited to:

Community Engagement 20%

- Foster community within Residence.
- Track the progress of RAs in implementing their programming requirements and encourage RAs to attend various campus events with students.
- Practice risk management when planning and implementing programs.
- Maintain a minimum of 10 regular office hours within the Housing Office spread out between Monday-Friday to ensure adequate time to meet with students.
- Encourage residents to take an active role in protecting and managing their community.
- Be familiar with academic and personal services on campus and refer students as required, understanding your own personal limits.
- Support Move-in activities.
- Plan for and promote engagement of residents in programming, including managing UNBC Residence Life social media campaigns, and implementing other engagement strategies.
- Assist in the planning, implementation, and attendance of Residence Cup Challenges.
- Plan and facilitate larger-scale Residence Wide initiatives and events with the guidance and assistance of the Senior Team – Eg. Festival of Frights/Fall Festival, Spring Festival, Silent Disco, fundraising initiatives etc.

Community Management – 30%

- Support SRAs and RAs in mediating roommate and floor conflicts with residents, referring to the RLC when necessary.
- Participate in the Coordinator on-call rotation as the (Assistant) Coordinator on-call
 - Specific high-level issues that the incumbent faces will be referred to the Manager on-call. Topics include:
 - Sexual misconduct disclosures
 - Violence, weapons in Residence
- Maintain a strong understanding of, and communicate to residents about, the Residence Community Standards and respond appropriately to violations and/or emergency and crisis situations as per response procedures.
- Maintain knowledge of all emergency procedures.
- Communicate all facility concerns and damages to the Housing Office/Operations Coordinator.
- Maintain professionalism and role model appropriate and healthy behavior.
- Address low-level conduct concerns, and violations of the Residence Community Standards using Restorative approaches – conduct mediations where necessary.

Team Development – 20%

- Act as a mentor and model appropriate behavior to other student-staff.
- Create, promote, and facilitate Residence Life Team relationships to develop in both formal and informal settings.
- Aid in RA August training planning and facilitation.

- Encourage collaboration, idea sharing, team building and a positive work environment among teammates.
- Meet 1:1 with RLT members to check in and provide guidance on a variety of topics, including, but not limited to, community and team issues.
- Facilitate bi-monthly team socials.
- Assist in the planning, implementation, and attendance of Residence Cup Challenges.
- Be familiar with the importance of addressing and resolving conflicts in a positive manner and handling a variety of group dynamics in a team environment, including roommates.

Documentation & Administration – 30%

- Attend weekly Housing staff meetings.
- Participate in weekly Senior Team meetings.
- Communicate regularly with the Residence Life Coordinators and Residence Manager through bi-weekly 1:1 meetings, emails, and other documentation as required.
- Must be available to communicate with Housing Team and Residence Assistants via Microsoft Teams.
- Attend and facilitate weekly team meetings.
- Complete appropriate documentation through StarRez, and other designated software, including, but not limited to, incident reports, program proposals and evaluations.
- Review, give feedback on, and approve Residence Assistant's programming proposals and marketing materials.
- Ensure privacy is maintained with respect to residents' behaviors and incidents occurring in Residence.
- Assist in room inspections throughout the year.
- Manage and maintain Residence Life Team program budgets, submit all receipts and fill out cheque requisitions forms in a timely manner.
- Develop a monthly/semester on call schedule for the Residence Assistant team.
- Create and contribute to transition documents to pass onto the incoming Community Assistant.