MIDDLEBURY COLLEGE POSITION DESCRIPTION

Position Title: Community Assistant (CA)
Department Name: Commons Offices / Office of the Dean of Students
Reports To: CRA

Primary Purpose:
Community Assistants (CAs) live and work in upper-class halls and houses to actively promote and maintain positive residential experiences for upper-class students. CAs receive specific training on issues facing upper-class students and assistance developing events and activities of interest to their residents. Programs focus on wellness, community building and developing skills for life after college. Community Assistants also play an important role connecting students to the College’s housing, safety and campus resources. CAs provide support such as check in/check out, work orders, fire safety, facilities rounds, and other residential questions. Community Assistants work directly with CRAs individually and as teams.

Expectations and Goals:
- Facilitate an environment that fosters respect and safety and is conducive to academic and social success.
- Work with other student staff, supervisors, and professional staff to ensure the efficient operation of the residential environment.
- Role model appropriate Community Standard behaviors.
- Reside in assigned campus housing throughout the full academic year. Exceptions possible.
- Adhere to College policy, local, state, and federal laws.
- Plan activities and opportunities for engagement with all of their residents.
- Maintain open forms of communication. This includes regularly communicating with supervisor during meetings, email, phone, reports, and checking mailbox.

Community Development Responsibilities:
- Be regularly available for and capable of assisting students. This involves spending time connecting and maintaining formal and informal interactions with residents.
- Responsible for programming initiatives within the residence hall or area.
- Responsible for creating and maintaining door decorations for residents.
- Strive to create a healthy atmosphere for living and learning in the residence hall or area.
- Encourage residents to participate in College-related activities and events.
- Follow up on resident and community concerns and facilitate conversations as necessary.
- Be knowledgeable about campus and community resources and be a source of information, making referrals as necessary.
- Help explain College policy, policy changes, and initiatives, and provide students with a broader perspective regarding the reasons behind decisions.
- Respond to inappropriate student behavior which violates College and Residential Life policies, procedures, and/or expectations and notify appropriate staff.
- Responsible for communicating immediately to professional staff regarding any serious or potentially serious problems concerning residents.
- Be the contact person during critical periods should any College official or office need assistance in responding to residents’ needs.
- Monitor the condition of safety equipment and report damages in common areas.
- Conduct Fire Safety Checks of student rooms.
**Time Commitment & Availability:**
- Must return prior to the beginning of the fall semester for the entirety of staff training and participate in ongoing training as assigned.
- May opt to stay through the end of final exams in the Spring semester
- Regular Meetings: CAs are required to reserve time for the following meetings:
  - Staff meetings with CRA (reserve up to 2 hours weekly).
  - Individual meetings with CRA (1x/month).
  - Meet as needed with staff teams to address programming, and residential concerns.

**Programming Requirements**
Each CA must complete two Social events each semester. Event could include events such as a neighborhood block party, progressive dinner, movie or snack night, or a night out as a group (concert, movie, play, sporting event)

Each CA must also complete community building events within their area. A monthly event must be planned highlighting one of the following areas:

- **Wellness** (Collaborating with the Office of Health and Wellness): Focus on the health of the body and mind. Topic areas could include exercise, healthy eating habits, self-esteem, and stress.

- **LifeSkills** (Collaborating with the Center for Careers and Internships): Providing insight into everyday experiences and helping students become capable individuals. Topic areas could include leasing, 401ks, balancing accounts, and resume/career building.

- **Engagement** (Collaborating with Community Engagement) Focus on reaching out beyond the campus and into the Middlebury town and Addison County Community.

- **Outdoor and Recreation** (Collaborating with Outdoor Programs) Focus on physical activity and team play. Topics might include rock climbing, skiing, or intramural sports.

- **The Arts** (Collaborating with the Mahaney Center for the Arts) Focus on utilizing the College’s performing and visual arts resources including attending a play or concert, touring the museum or meeting with a visiting artist.

**Salary:**

$2,000 per year

**Housing:**

Most CAs are hired before room draw and placed into key housing locations across the campus.
Community Assistant Areas and Housing

Community Assistant are assigned to different areas of the campus. Some are assigned to a large residence hall, others to small houses or a combination of both. These geographic areas create clusters of residents that the CA will support.

Almost all CAs receive housing ahead of the College's room draw. These placements are either for a single room or a small house/apartment. Three CAs will be selected after housing has been assigned.

<table>
<thead>
<tr>
<th>Area</th>
<th>CA 1</th>
<th>CA 2</th>
<th>CA 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atwater</td>
<td>Hall A</td>
<td>Hall B</td>
<td>Chateau, 108 South Main (Chinese), Jewett House (Wellness), 131 Franklin (Hebrew), 51 Franklin (French), Sperry House (Arabic), The Mill (Social House)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Single Room – Hall B</td>
</tr>
<tr>
<td>Brainerd</td>
<td>CA 4: Starr</td>
<td></td>
<td>Single Room – Starr</td>
</tr>
<tr>
<td></td>
<td>CA 5: Bowker (Social House), Brackett (Social House), Brooker (Outdoor Interest)</td>
<td></td>
<td>Hired within area</td>
</tr>
<tr>
<td></td>
<td>CA 6: Palmer (Superblock), Prescott (Superblock)</td>
<td></td>
<td>Hired within area</td>
</tr>
<tr>
<td>Cook</td>
<td>CA 7: KDR (Social House), Meeker (Superblock), Munford (Superblock), Porter, Self-Reliance House (Sustainable Design)</td>
<td></td>
<td>Hired within area</td>
</tr>
<tr>
<td></td>
<td>CA 8: Forest East</td>
<td></td>
<td>Single Room – Forest</td>
</tr>
<tr>
<td></td>
<td>CA 9: 107 Shannon St., 220 College St., 236 College St. (Portuguese), 248 College St., Homestead House (Superblock), InSite (Sustainable Design), Deanery (German), Weybridge House (Food Studies)</td>
<td>220 College St Apt C. Allowed to pull in roommate in advance of Room Draw</td>
<td></td>
</tr>
<tr>
<td>Ross</td>
<td>CA 10: LaForce</td>
<td></td>
<td>Single Room – LaForce</td>
</tr>
<tr>
<td></td>
<td>CA 11: Kelly Hall, Ross Towers, Miliken 1</td>
<td></td>
<td>Single Room – Kelly</td>
</tr>
<tr>
<td></td>
<td>CA 12: Lang Hall, 637 College St., Homer Harris House, Turner House</td>
<td></td>
<td>Single Room – Lang</td>
</tr>
<tr>
<td>Wonnacott</td>
<td>CA 13: 20 Adirondack View (Japanese), 33 Adirondack View, 82 Adirondack View (Russian), 70 Hillcrest (Queer Studies), Longwell House (Italian), Perkins House (Spanish), The Mods (Superblock), PALANA</td>
<td>33 Adirondack View. Allowed to pull in roommate in advance of Room Draw</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CA 14: Voter, Painter</td>
<td></td>
<td>Single Room – Painter</td>
</tr>
</tbody>
</table>