Position Title: Community Assistant (CA)
Department Name: Office of the Dean of Students

Primary Purpose:

Community Assistants (CA) at Middlebury College serve as community leaders in upper-class halls and houses, cultivating a culture of personal responsibility and community engagement among their peers. CAs are expected to forge personal connections with the residents in their communities, be in regular contact with their CRD, and communicate with the Commons team about student issues. CAs must have a concrete understanding of the network of available resources on campus and a willingness to channel students to those resources.

Each student staff member must be a solid, positive role model – creating, facilitating, and maintaining a living and learning atmosphere that is conducive for individual student growth, as well as community development, within the residential unit. A proactive approach to working within a residential community is of foremost and critical importance. Building positive, healthy relationships with one’s residents from day one is key to this proactive approach. While it is the responsibility of student staff members to respond to problems as they arise, the staff member must first create an atmosphere of community in which individuals respect each other’s rights, property, and values.

Responsibilities:

Student Contact/Communication
CAs main role is to connect with residents. Throughout the academic year, CAs will:
- Get to know residents and be an active member in their communities
- Make themselves available to residents to assist with questions or concerns
- Meet with residents one-on-one throughout the academic year
- Communicate with residents on behalf of the Commons office and Residential Life
- Share confidential information concerning students only with appropriate college staff
- Serve as liaison between house(s)/hall(s) and Res Life/Commons Team

Community Building
CAs should connect their residents to the wealth of opportunities offered on campus and within their own commons. Throughout the academic year, CAs will:
- Strive to develop an inclusive community, which promotes individual responsibility, mutual respect, and protects individual rights of residents
- Make students feel welcome in the community by creating personalized door decorations at the start of the academic year (and when students move into your community) and holding initial hall/house/community meetings at the start of the semester
- Actively support Commons events and assist as required
- Follow up on resident and community concerns and facilitate conversations as needed
- Connect residents to campus programs, events, workshops, and opportunities that support the specific interests and needs of upperclass students and the community through regular communication via hall/house/community meetings, emails, bulletin boards, newsletters, flyers, posters, etc.

Health, Safety, and Community Management
The health, well-being, and safety of students is our primary concern. CAs contribute to this work through fostering community and supporting individual students. Throughout the academic year, CAs will:
- Work together as a team to help support the health and safety of residents and foster a healthy and respectful living environment
- Conduct wellness check-ins with residents as needed
- Connect residents to appropriate resources in a timely manner
- Utilize the CRD on call, Department of Public Safety, etc. in emergent situations
- Communicate concerns to the Commons team
- Foster students’ accountability in relation to personal health and safety concerns
- Report facilities issues (including building damages) to Facilities, CRDs, and submit work orders as needed
- Follow emergency procedures in an appropriate and responsible manner
- Conduct fire safety checks
- Conduct room checks
- Support Commons/Res Life work through office hours

Residential Standards
Throughout the academic year, CAs will:
- Conduct themselves in accordance with college policies and behave in a manner that supports the mission and values of the College
- Educate residents about residential and general college policies (e.g. Sober Friend Policy) and refer as needed
- Establish, communicate, and uphold residential standards and expectations regarding cleanliness (e.g., dishes, trash and other obstructions in the hallways, etc.), safety (e.g. avoiding and eliminating fire hazards, obstructions, etc.), noise, and behavior (including illegal drinking, drug use, etc.)
- Establish and communicate community expectations surrounding noise and social gatherings and resolve issues as necessary
- Work with CRD and Commons Team as necessary on specific issues that may arise in the community

Residential Life Training and Staff Development
CAs return to campus early for extensive staff training in August. It is important that CAs are present for all of training. Additional training sessions may also be offered throughout the year. Throughout the academic year, CAs will:
- Participate in on-going staff training and development during the term of appointment
• Attend weekly staff meetings to discuss resident and building concerns, current campus information, staff issues and concerns, and programming initiatives as needed
• Attend weekly/biweekly individual one-on-one meetings with your CRD to discuss support, student concerns, issues affecting your community, job performance, and any personal concerns that you or your CRD would like to address

Orientation
CAs assist with MiddView events in August. CAs will:
• Assist with move-in
• Assist with first-year orientation as required

Working Relationships
Throughout the academic year, CAs will work with the Commons team and the staff to understand and support each other, provide each other with feedback, and work together to establish a positive atmosphere in the Commons and buildings.

Housing Rebate: $2,250
*Credited in two payments, once in the fall semester and once in the spring semester.*