MIDDLEBURY COLLEGE POSITION DESCRIPTION

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

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 both Commons Teams and Residential Life 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:
  - Group Staff meetings (reserve up to 2 hours weekly).
  - Individual meetings with supervisor (1x/month).
  - Meet as needed with staff teams to address programming, and residential concerns.

Working Relationships

Commons Heads:
Commons Heads work to cultivate a stimulating intellectual environment within the Commons, and to integrate students’ residential and academic lives on campus. Heads support the work of individual professors and classes, and collaborate with students, the Commons Council, and the residential life staff to create a rich array of opportunities for students outside the classroom.

Deans:
The Dean has oversight of all issues pertaining to the health and safety of students and their academic progress. CAs are responsible for knowing the range of academic, medical, psychological and other resources that are available, both within the Commons and in the College community. CAs should be particularly vigilant for students in need or crisis, and communicate with appropriate members of the Commons Staff about such matters.

CAs are responsible for understanding what kinds of issues and information lie outside the realm of their training, so that they do not act beyond their level of training and competence. The Dean may, in turn, ask CAs to keep an eye out for a particular student in crisis, and to be in conversation with the Dean about that student as the need arises.

The Residential Life Staff Member (FYC, RA, CA) must at all times comport him/herself in ways that support the mission and policies of the College. In addition, Residential Life Staff Members may not engage in any behaviors that act in opposition to the mission of the Commons.

Commons Coordinator:
The Commons Coordinator is an important source of information and point of contact for a wide range of matters in the Commons, especially concerning facilities and procedures. CAs should communicate with the Coordinator as a helpful resource.

Supervisor:
CAs will work closely with their supervisor, who has direct oversight of after-hours and weekend schedules, when CAs will be on duty to insure safety and respect in the halls, to respond to students in need, etc. CAs must be prepared to take direction from Commons Teams or Residential Life at any time when, timely dispatch of disciplinary or other critical situations is essential.
**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. Events should highlight each 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.

- **Life Skills (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, car mechanics, and resume/career building.

- **Community:**
  Focus on the identity of the self and others so we can live in an inclusive environment. Topic areas could include dialogues on values and beliefs, and learning differences and similarities.

**Salary:**

$2,000 per year

**Housing:**

Most CAs are hired before room draw and are placed into key housing locations across the campus. CA locations change annually and not all positions are offered each year.
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. The number of CAs and their areas change annually.

The following list provides an example of potential CA areas for 2017-18

<table>
<thead>
<tr>
<th>Atwater Area</th>
<th>CA 1</th>
<th>Hall A and Hall B</th>
<th>Suite in Hall B</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 2</td>
<td>Chateau, 108 South Main (Chinese), Jewett House (Wellness), 131 Franklin (Hebrew), 51 Franklin (French), Sperry House (Arabic), The Mill (Social House)</td>
<td>Single Room – Chateau</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brainerd Area</th>
<th>CA 3</th>
<th>Starr</th>
<th>Single Room – Starr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 4</td>
<td>Bowker (Social House), Brackett (Social House), Brooker (Outdoor Interest),</td>
<td>Hired within area</td>
<td></td>
</tr>
<tr>
<td>CA 5</td>
<td>Palmer (Superblock), Prescott (Social House)</td>
<td>Hired within area</td>
<td></td>
</tr>
<tr>
<td>CA 6</td>
<td>Ridgeline View Suites</td>
<td>Studio Apartment</td>
<td></td>
</tr>
</tbody>
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<thead>
<tr>
<th>Cook Area</th>
<th>CA 7</th>
<th>Forest</th>
<th>Single Room – Forest</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 8</td>
<td>48 South Street, Meeker (Superblock), Munford (Intentional Living), Porter (Interfaith House), Self-Reliance House (Sustainable Design)</td>
<td>Hired within area</td>
<td></td>
</tr>
<tr>
<td>CA 9</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ross Area</th>
<th>CA 10</th>
<th>LaForce</th>
<th>Single Room – LaForce</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA 11</td>
<td>Kelly, Lang</td>
<td>Single Room – Kelly/ Lang</td>
<td></td>
</tr>
<tr>
<td>CA 12</td>
<td>Ross Towers, 637 College Street, Homer Harris House, Turner House</td>
<td>Suite in Ross Towers</td>
<td></td>
</tr>
</tbody>
</table>

| Wonnacott Area | CA 13 | 20 Adirondack View (Japanese), 33 Adirondack View, Adirondack View Townhouse South, 99 Adirondack View (Russian), 70 Hillcrest (Queer Studies), Longwell House (Italian), Perkins House (Spanish), The Mods (Superblock), PALANA | Single in Adirondack View Townhouse |
|               | CA 14 | Adirondack View Townhouses Center and North | Single in Adirondack View Townhouse |
|               | CA 15 | Voter, Painter | Single Room – Painter |