

MIDDLEBURY COLLEGE POSITION DESCRIPTION (2023-2024)

Position Title: Community Assistant (CA)

Department Name: Office of the Dean of Students

Primary Purpose:

Community Assistants (CAs) 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 and communicate with their supervisor 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 Residential Life
- Share confidential information concerning students only with appropriate college staff
- Serve as liaison between house(s)/hall(s) and Res Life Team

Community Building

CAs should connect their residents to the wealth of opportunities offered on campus.

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 residential life 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 supervisor on call, Department of Public Safety, etc. in emergent situations
- Communicate concerns to the residential life team
- Foster students' accountability in relation to personal health and safety concerns
- Report facilities issues (including building damages) to Facilities, supervisor, and submit work orders as needed
- Follow emergency procedures in an appropriate and responsible manner
- Conduct fire safety checks
- Conduct room checks
- Support ResLife 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 supervisor 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. Attendance at and participation in the entirety of Fall Training is mandatory for all staff who are not studying abroad/on a leave of absence. Payment for training is included in the payment of your first semester of work, but not paid out separately. Because of the time demands of the Fall Training schedule, ResLife staff are not able to participate in other fall leader training programs/serve in other student leader roles (such as Orientation Leaders, First@Midd Mentors, International Student and Scholar Services Peer Arrival Leaders, MiddSafe Advocates, Mental Health Peer Educators, and SPECS Peer Educators, etc.) that have overlapping training schedules or responsibilities prior to the start of classes. Additional training sessions will also be required throughout the year. Throughout the academic year, CAs will:

- Participate in on-going staff monthly 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 supervisor to discuss support, student concerns, issues affecting your community, job performance, and any personal concerns that you or your supervisor would like to address

Orientation, Move-In, and Closing

ResLife Staff members assist with Fall and Feb Orientation and Move-in for new and returning students, and will be expected to stay on campus through finals each semester to assist with closing. All ResLife staff members will:

- Be present on campus for fall move-in dates and entire orientation program
- Assist with fall move-in for pre-orientation groups and new students, as well as check-in for returning students
- Co-lead orientation groups during MiddView, welcome new students, help them navigate campus, co-facilitate community-building circles and group activities, and participate in orientation programming as peer mentors and campus leaders
- Assist new students in course registration process and participate in educational orientation sessions as needed (ie, Honor Code, Pre-Advising, etc.)
- Attend formal College events during orientation, such as Convocation
- Remain on campus through finals each semester until Res Halls close to help check spaces and close rooms

Working Relationships

Throughout the academic year, CAs will work with the Residential Life team and other College staff to understand and support each other, provide each other with feedback, and establish a positive atmosphere in the community and buildings.

Stipend (tax eligible):

\$3,400

Typically credited in three payments, once in the fall semester, once in winter term, and once in the spring semester. Payments are managed in partnership with GMHEC and typically take 2-3 weeks processing time after the start of classes each term/semester.