



2016-2017

Returning Community Assistant Job Description

(Employment and training dates are subject to change)

GENERAL DESCRIPTION

The Oakes College Programs Office strives to provide meaningful opportunities for interaction among students through a variety of social and educational programs focused on all forms of diversity, multiculturalism, and social justice while recognizing the holistic student and the multiple realities of students. We believe in creating a welcoming, inclusive and supportive college community and environment that supports all students in their own personal and interpersonal development. The Community Assistant (CA) plays an integral role in building and fostering a sense of community among all Oakes students, including those in residence and off campus.

MINIMUM QUALIFICATIONS

- **Must have served as an Oakes College Community Assistant or Neighborhood Assistant for a full academic year prior to the start date of this position**
- **Must be able to serve as a mentor and role model to new staff members**
- **Must have demonstrated the ability to adapt to the changing nature of the CA position**
- Must be a currently enrolled Oakes College student or have lived at Oakes College
- Must have and maintain a 2.5 cumulative GPA or higher at the time of application as well as throughout the period of employment
- Must be in good judicial standing. Any judicial violations incurred after applying to the position may disqualify the candidate from the process.

COMPENSATION AND LENGTH OF TERM

- Returning Community Assistants are appointed for one academic year only. Re-appointment is based upon excellent performance and a re-application process.
- Returning Community Assistants will be paid at \$11.00 per hour and receive additional stipends and benefits to be used towards training and development within the position.

GENERAL EXPECTATIONS

- Work an average of 8-10 hours per week. This is time spent at the College Programs Office for office hours, meetings and administrative work, scheduled work at various events and activities, and other duties as assigned.
- CAs should communicate in a timely manner, by phone and email, any issues or concerns regarding not being able to complete scheduled work, missing a meeting, etc.
- CAs must abide by all College, University, State and Federal laws and regulations.
- Dates of employment are August 29th, 2016, through Monday, June 12, 2017.

TRAINING REQUIREMENTS & DATES

Spring Training	2 hour weekly training, date/time TBD
Fall Training	Monday, August 29, 2016 - Opening
Move-in/Fall Welcome Week	Friday, Sept. 15 th - Saturday, September 23 rd , 2016
Winter Training	Between the days of January 6, 2017 – January 8, 2017, TBD

DUTIES & RESPONSIBILITIES

1. Returning CA Duties & Responsibilities

- **Serve as a mentor to new student staff members**
- **Serve as a mentor in the Spring Student Leader Mentor Program**
- **Develop and present sessions during student staff trainings, especially Fall Training.**
- **Provide feedback to professional staff on the development of new staff members as well as overall team dynamics**
- **Develop programs that address issues or topics on a deeper level than previous year's programs**
- **Assume leadership roles within programming committees (e.g., college-wide committees or Oakes/Eight Collaboratives)**

1. Training & Meetings

- Attend voluntary training session during Spring Quarter of 2016. Employment as a Community Assistant is dependent on the satisfactory completion of Spring Training
- Attend the 2-week, voluntary training program in early September
- Attend a Winter Training
- Attend mandatory Monday night staff meetings as well as other scheduled meetings as determined by the College Programs Coordinator

2. Program Development

- Provide assistance with scheduled and traditional Oakes events such as Unity BBQ, Solidarity Tongues, Block Party, Underdome 3-on-3 Basketball Tournament, dances, campus promotional days, Welcome Week, and Commencement Ceremony.
- Plan activities that educate students on a wide spectrum of cultural diversity and identity development, in accordance with our university mission statement and college focus. The guidelines for these programs are determined by the Oakes Programs Office.
- Work in collaboration with the Neighborhood Assistants and Oakes Senate to plan and carry out various events and activities.
- Assist in all aspects of programmatic support for Oakes College including attending, publicizing, managing, and logistical support.
- Work with residents to develop and/or reinforce community goals and academic success.

3. Community Involvement

- Must attend at least 2 Oakes Senate Meetings per quarter.
- Meet regularly with the residential life staff of the assigned residential unit(s).
- Maintain clear and ongoing communication regarding events with the residential life staff of the assigned residential unit(s).

- Regularly collect feedback and ideas from all Oakes students regarding scheduled activities and proposals for new events.
- Help in developing a residential community and serve as a resource of information about the University and its services.
- Show sensitivity to the variety of cultural experiences residents bring to their living environment.
- It is preferred, but not required, that Community Assistants live in residence at Oakes College.

4. Event Management

- In cooperation with other event staff, CAs will set up facilities for various college events; clean up and return facility to original condition.
- Responsible for parking control and monitoring during college major events and programs. Monitor doors/grounds during programs, events and dances in order to assure proper crowd control.
- Assist in operation of certain A/V and stage equipment (must complete training on proper use of audio visual equipment).
- Assist in the enforcement of University regulations and adherence to CSO, UC Police, and/or campus regulations outlined through the College Programs Coordinator concerning the health and safety of patrons and attendees as it pertains to programs, especially major events and/or events with high attendance.

5. Administrative Responsibilities

- Fulfill at least three hours weekly of office hours in the Student Life Office per week. Schedule to be determined at beginning of each quarter.
- Maintain and regularly post to one social media site to be determined between CA and CPC.
- Fulfill four hours of Student Life Office duty during the week of Commencement (finals week of Spring quarter).
- Properly complete and submit required documentation relating to program planning.
- Check staff mailbox daily

6 . Other duties as assigned