2015-2016
Community Assistant Job Description

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 be a currently enrolled Oakes College student or have lived at Oakes College
• Must have and maintain a 2.5 GPA or higher at the time of application as well as throughout the period of employment
• Good judicial standing is preferred. Any judicial violations incurred after applying to the position may disqualify a candidate from the process.

COMPENSATION AND LENGTH OF TERM
• Community Assistants are appointed for one academic year only. Re-appointment is based upon excellent performance and a re-application process.
• Community Assistants are currently paid at $9.50 per hour and receive additional stipends and benefits to be used towards training and development within the position.
• Dates of employment are September 8, 2014, through Monday, June 17, 2015.

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.

DUTIES & RESPONSIBILITIES
1. Training
• Attend voluntary training session during Spring Quarter of 2013. Employment as a Community Assistant is dependant on the satisfactory completion of Spring Training.
• Attend a two-week, voluntary training program in early September. Dates are to be determined.
• Attend Winter Training (date to be determined).
• Attend mandatory weekly Monday night staff meetings as well as other scheduled meetings as determined by the College Programs Coordinator.

2. Program Development
• Assist in the planning and implementation of scheduled activities, such as Fall Orientation and commencement ceremonies.
• Provide assistance with traditional Oakes events such as Unity BBQ, Solidarity Tongues, Block Party, Underdome 3-on-3 Basketball Tournament, Drag Ball, dances, and campus promotional days.
• CA’s are responsible for planning activities that educate students on a wide spectrum of cultural diversity and identity development, in accordance with our University mission statement and Oakes College focus. The guidelines for these programs are determined by the Oakes Programs Office.
• Work in collaboration with 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
• 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.
• Attend block 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