



Michigan Tech Apartments Community Assistant

Position Description

Title:	Michigan Tech Apartments Community Assistant
Department:	Housing and Residential Life
Reports to:	Assistant Director of Apartment Housing and Life
Appointment:	August 2009 – July 2010
Compensation:	Monthly rent for one-bedroom apartment in the family area, Cell phone

Position Summary:

The Community Assistant assists full-time staff and residents to provide services and information (primarily after hours) within the parameters of community building (mutual respect, trust, caring, etc.). The Community Assistant should use the Guiding Principles of the Division of Student Affairs to focus their work. These principles include:

- Providing an inclusive university community that encourages involvement and advocates a free exchange of ideas.
- Valuing intellectual creativity, leadership and excellence.
- Promoting integrity and personal responsibility.
- Including students in decisions which enhance their university experience.
- Being innovative in our programs, policies and procedures.
- Having collegial and supportive relationships with students and with each other.

Duties and Responsibilities:

Administrative:

- Turn in logs and paperwork monthly.
- Inspect grounds and facilities monthly and report results to Assistant Director of Apartment Life and follow up as required.
- Check building bulletin boards and remove unauthorized or out-dated items.
- Communicate management and University policies as needed.
- Check parking areas daily for violations and issue appropriate tickets.

Maintenance (perform basics after-hours such as):

- Open apartments for residents who have locked themselves out.
- Check buildings for open windows and doors during the winter.
- Do simple emergency maintenance tasks to keep systems functioning until full-time staff are available.
- Respond to fire and other hazardous emergencies promptly.

Community Enhancement:

- Develop and maintain relationships with area residents.
- Organize two community projects per term as approved by the Daniell Heights Resident Council (DHRC) or the Assistant Director of Apartment Life.
- Work with the DHRC representatives and special interest groups in his/her area on programs, problems, and communication with residents.
- Encourage community gathering and mutual interaction between residents.

- Communicate information of rights and responsibilities and encourage residents to display mutual concern for same.
- Know channels/options for resolution/adjudication of conflicts when necessary.
- Attend area programs, gatherings, meetings whenever possible.
- Identify and assist in arranging for resource persons, facilities or program responsibilities designed to meet the needs of residents in his/her area.
- Communicate programming and/or community improvement needs, problems and limitations to appropriate channels in working toward elimination or resolution of same.
- Exemplify good citizenship in the community.

Individual Assistance:

- Greet new residents, answer questions and inform them of special services and programs.
- Serve as knowledgeable resource person for University and Houghton County agencies providing information and referral when appropriate.
- Assist residents in identifying and contacting needed services as appropriate.
- Serve as liaison and staff resource with specific service agencies and, where appropriate, assist in efforts to increase access and availability of such services to residents.

General:

- Participate in staff training and other ad hoc tasks as assigned.
- Attend all community assistant and resident council meetings.
- Be sensitive to the public relations aspect of the job, representing the best interests of Michigan Tech at all times.
- Know specific duties in safety procedures, student or domestic disturbances, fights, emotional problems, noise problems, child problems, etc.
- Exercise authority as a responsible staff member when common sense says someone should act.
- Community Assistants are subject to emergency calls after regular hours, on weekends, and on holidays and will alternate carrying a pager one week at a time.
- The Community Assistants will coordinate all absences so that one regular CA is always available.

Qualifications:

- Full-time resident of Michigan Tech Apartments for a minimum of six months or have worked as an RA, MA or CC.
- Cumulative GPA of 2.5 to be hired and 2.25 to continue in the job.
- Junior status minimum if a student.
- Must be able to work a minimum of two semesters.
- The Community Assistant must live in the area of their assigned responsibilities.
- Must be able to communicate clearly in English both verbally and in writing.
- Must have good interpersonal skills.
- Must have demonstrated management and/or leadership ability.
- Must be able to reach, bend, climb stairs, hear, see clearly, walk over uneven surfaces, smell, and work outside in all types of weather.
- Graduate students funded full time by their department are ineligible.

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