



## Michigan Tech Apartments Community Ethnic Aide

### *Position Description*

<b>Title:</b>	Michigan Tech Apartments Community Ethnic Aide
<b>Department:</b>	Housing and Residential Life
<b>Reports to:</b>	Assistant Director of Apartment Housing and Life
<b>Appointment:</b>	August 2009 – July 2010
<b>Compensation:</b>	One-half months rent credit for a one-bedroom apartment in the family area, Cell phone

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### **Position Summary:**

The Community Ethnic Aide assists full-time staff and residents by providing programs and information within the parameters of community building (mutual respect, trust, caring, etc.). The Community Ethnic Aide 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 monthly.
- Introduce programs/events that enhance the diversity of all ethnic groups.
- Check building bulletin boards and remove out-dated items.

#### Community Enhancement:

- Develop and maintain relationships with area residents.
- Organize two community events per month as approved by the Daniell Heights Resident Council (DHRC) or the Assistant Director of Apartment Housing and 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.
- 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 problems and limitations to appropriate channels in working toward elimination or resolution of same.
- Exemplify good citizenship in the community.

General:

- Participate in staff training and other ad hoc tasks as assigned.
- Attend all community assistant/community ethnic aide and resident council meetings.
- Be sensitive to the public relations aspect of the job, representing the best interests of Michigan Tech at all times.
- Exercise authority as a responsible staff member when common sense says someone should act.

**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.
- 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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