**Summer Community Assistant Job Description**

**Summer 2017**

The goal of the Summer Community Assistant (CA) position is to facilitate community development within the residential community of Pitzer College. In the summer, the residential community includes summer school students, summer interns, summer ResLife staff members, and summer conference guests.  As such you are accepting a position of responsibility and leadership among your peers.  The specific duties and responsibilities of a CA include, but are not limited to the following terms of employment.

**Terms of Employment**

**Conduct**

* CAs are held to the same standards as the general student body as outlined in the Code of Student Conduct in the Student Handbook.
* Criminal records check:All summer staff must agree to a Criminal Records Check.
* CAs may have their employment terminated, be placed on performance probation or their Housing contracts may be canceled at any time for the following reasons:
  + Misuse of master keys.
  + Non-compliance with requirements contained in this agreement and referenced documents (i.e. RA Handbook or the RA Disciplinary Guidelines)
  + Failure to support College and Residence Life policy and the RA Disciplinary Guidelines.
  + Placement on either academic or disciplinary probation by the College.

**Academics/Workload**

* The CA position should be the first non-academic priority.
* CAs must be enrolled as a full-time Pitzer student in good standing with the College (either during the summer or during the previous semester).
* CAs shall maintain **at least a** **3.0 cumulative GPA**.  A semester GPA which is under 3.0 will result in **academic probation** with the Office of Student Affairs.  Two semesters under a 3.0 may result in termination of position and possibly the Housing Contract.
* CAs shall not be enrolled in more than one night class without prior approval from their Residence Director (RD) (night class is defined as being in session after 6:00 pm).
* All major time commitments (**i.e. more than 5 hours a week**) must be approved in advance with your RD.  The time commitment of the CA position does not always allow for a second job.

**Administrative Responsibilities**

* CAs must be CPR and First Aid certified, and **remain certified,** throughout their tenure as an CA.
* Maintaining appropriate records of administrative duties, including incident reports, duty logs, programming forms, (bi) weekly reports, guest passes, all Housing forms, etc. in a proper and timely manner.
* CAs must assist in the daily business operations and services of the residence hall including:
  + Assisting in the opening and closing procedures of the residence hall which includes returning early to campus to open the halls and remaining until after the halls are secured at the end of each semester.
  + Completing RCRs and room changes
  + Being responsible for residence hall master keys/cards, including the cost of replacing keys/cards should they be lost.
    - Master keys should only be used when on duty for lock outs, health and safety checks, or any situation designated by an OSA professional staff member.
* Attend all Residence Life staff meetings and In-Services.
* Attend weekly or bi-weekly 1-on-1 meetings with the Residence Director.
* Arrangements must be made in advance with the Residence Director for extended hall absences (more than 24 hours).

**Duty**

* CAs must provide on-call coverage (duty) of the residence hall between one and two days per week on average during evening and weekend hours on a schedule set by their respective staffs.  Refer to RA Handbook for specific duty expectations.
* CAs must complete a security checks as designated in the RA Handbook.
* In addition to regular weekday and weekend duty nights, CAs are expected to maintain high visibility in their residence halls and on Pitzer’s campus.

**Community Development**

* CAs must serve as a role model for other staff and students:  understand, enforce, and abide by policies, establish and maintain credibility within the community.
* CAs should offer input regarding hall policies, services, and improvements to Residence Life and OSA.
* CAs must assist in the development of a community with the hall, floor or tower by
  + Developing relationships with your residents
  + Holding community meetings
  + Programming
* CAs must assist students in handling crises and solving problems.  Refer students to appropriate College resources and report emergencies to their Residence Director when necessary.
* CAs must maintain bulletin board(s) with information on campus resources, activities and educational materials.  Bulletin boards are required to be changed once a month on a schedule set by your RD.

**Policy Enforcement**

* Confronts students and conference guests who impose upon community standards, violate College policies and/or regulations.
* Assists other staff in confronting and referring behavioral problems to their RD.
* Document each situation by submitting an incident report immediately after incident occurs.

**Alcohol/Substance Use**

* CAs must adhere to all local, state, and federal laws and the policies in the Pitzer College Student Handbook governing alcohol consumption and substance abuse.
* CAs 21 years of age or older, may drink alcohol under conditions stated in the Pitzer College Student Handbook.
* If you choose to consume alcohol, you must:
  + Use highest levels of discretion when attending other Campus and 5C events where alcohol is present
  + Refrain from buying, serving, or consuming alcohol with underage students
  + Refrain from drinking alcohol within a 12-hour period prior to duty, nor in any case while on duty
  + Refrain from drinking alcohol during fall or spring training, starting with early arrival regardless of age
* CAs should keep in mind that you are always an CA and have obligations and responsibilities other residents do not have that may make a social event uncomfortable.

**Miscellaneous**

* CAs must be able to respond to community situations at all times.
* CAs should keep mind that there are obligations and responsibilities that come with the CA role that other residents do not have that could potentially make a social event uncomfortable.
* CA performance will be evaluated by their RD periodically throughout the year.  Substandard performance may lead to disciplinary action and/or termination as documented in the Employee Documentation Form.
  + In the event of removal or dismissal you will be financially responsible for the cost of prorated room and incidental charges for the remaining portion of the Housing Contract, including a possibility of reassignment to another residence hall contingent on space availability.
* CAs may be reassigned at any time at the discretion of the Dean of Students (DOS) and/or OSA.  Additionally, individuals hired to fill a vacant position during an academic year will be employed through the end of the academic year in which they were hired.
* Individual CAs may be expected to perform additional functions which meet the needs of a given population.
* **Assume other responsibilities as assigned by any member of the Office of Student Affairs.**

**Confidentiality**

CAs are in a position to gain a great deal of sensitive and personal information.  It is expected that this information will be treated in a professional and confidential manner.  **CAs do not have privileged confidentiality.** Any information that might affect the safety, security, and wellbeing of a student *must* be shared with the RD or professional member of OSA immediately.  A CA should not promise confidentiality to the students.

**Termination of Employment**

Either you or the College can terminated this employment contract early with a written notification. In the event of early termination of this employment contract, you will be compensated what you have earned through the last day of your employment. You will be responsible for the pro-rated cost of the single room for the remainder of the academic year, or as available, you may be moved to a double occupancy room and will be responsible for the pro-rated cost of the double occupancy room for the remainder of the academic year; and you will cease to receive the biweekly stipend payment.

**Housing Office/Residence Life Work**

* The Summer CAs work in the Housing Office and for the Residence Life Team in general. This includes assistant with Summer Conference duties as well as Summer School duties.

**Compensation**

* The Summer CA is compensated with an on-campus residence hall room at no cost during the period of employment.
* Summer CAs also receive $11.00/hour for up to 40 hours/week. The 40 hours/week does not include on call coverage.

**Important Dates & Time Commitments**

**Employment Period**

* May 13, 2017 – August 7, 2017

**Spring 2017 Dates**

* First Staff meeting: TBD based on availability, during mid/late April

**Required Dates for Summer 2017**

* Spring Closing/Summer Transition: May 13-May 28
* Conference Help: July 10-Aug. 6
* End of Summer Session 1: June 29-July 2

**Potential Holiday Duty Coverage (dates are split evenly amongst the team)**

* Memorial Day
* July 4th

**Time Commitment:**

* All major time commitments outside of the Summer CA job (**i.e. more than 5 hours a week**) must be approved in advance with the Director of Residence Life and Summer Programs. The time commitment of the Summer CA position does not always allow for a second job.
* Arrangements must be made in advance with the Summer Programs Leadership Team for extended hall absences (more than 24 hours).

**Additional Details**

**Are you attending Summer Classes?** \_\_\_\_\_\_ First Session \_\_\_\_\_\_Not attending classes

**NOTE:** A copy of your summer class schedule should be provided as soon as possible for training and scheduling purposes.

**Vacation Requests:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Acceptance of Employment**

By signing this employment contract, you agree that you have read and understood the aforementioned terms, conditions and expectations and required dates stated above, and are accepting the position of CA.

Again, we are honored that you want to be a part of the Residence Life program at Pitzer and we look forward to the possibility of working with you!

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| **Community Assistant Name (Please Print)** |  | **Date** |
|  |  |  |
| **Community Assistant Signature** |  | **Date** |