COMMUNITY ASSISTANT - UW-MARINETTE
POSITION DESCRIPTION

GENERAL EXPECTATIONS:

The Community Assistant (CA) is an important part of the UW – Marinette campus. This position will have many opportunities within all levels of the campus, not usually afforded by other institutions. Anyone applying for this position needs to fall into one of the following categories: Registered student for fall 2013 at a minimum of sophomore standing (30 credits) or a Graduate Student looking to go into the field of Student Affairs.

The CA is expected to reside in a furnished (one-bedroom) apartment within the student housing complex. All utilities, cable and internet will be provided, as well as a stipend paid twice a semester.

The main focus for the CA is the well-being, safety, and positive development of the residents within the housing complex. Student housing will strive for a community that supports academic achievement and success, personal growth and development, a respectful and inclusive environment which promotes diversity, promotes community service, and fosters leadership development and an engaged staff and student. The CA will help achieve these goals through effective programming, supervision, positive role-modeling, and hands on involvement.

The CA will also be responsible for the housing’s “Common Areas”. This may include completing weekly light cleaning, assessing charges to students for major cleaning/damages and follow up with the Housing Director or Campus Maintenance Department.

The CA is directly supervised by the Housing Director in conjunction with the Senior Student Affairs Coordinator.

SPECIFIC RESPONSIBILITIES:

- Advise students with personal, academic, lifestyle, career, etc. concerns; referring to the Housing Director or a professional counselor when appropriate.
- Maintain a secure, safe, and fulfilling academic, social and inclusive environment through programming, conflict resolution, and discipline efforts.
- Serve 24 hour on-call for any emergencies; splitting coverage with the Housing Director and other housing staff (which may include the Senior Student Affairs Coordinator).
- Effectively educate students on policies and procedures regarding housing. Allow for feedback.
- Initiate appropriate disciplinary actions which support student rights, community rights, and have an educational goal.
- Be an active, ethical, and proactive team member.
• Help to assign students to housing apartments, pair roommates, facilitate the room change process and maintain room assignment records in an effective manner.
• Assist in the development, coordination, and implementation of a strong programming model which supports a well-balanced selection of programs and activities which advance the goals of students and the campus. Secure necessary resources for success.
• Attend and coordinate openings, closings, developments, training sessions and staff meetings as required.
• Facilitate and foster positive relationships with other departments such as Campus Counseling Services, Food Service, Marinette Police Department, Marinette County Sheriff’s Department, Athletics, Student Activities, and other relevant and necessary departments.
• Work closely and effectively with the Office of Student Affairs
• Perform other duties appropriate to the position as assigned by the Senior Student Affairs Coordinator and/or the Assistant Dean for Student Affairs.

**POSITION REQUIREMENTS:**

1. Enrolled as a student for fall semester at UW Marinette or pursuing a Baccalaureate or Master’s Degree at another institution.
2. Be on Good Academic Standing (and maintain).
3. Ability to work autonomously and with teams.
4. Outstanding organizational and administrative skills.
5. Excellent communication skills.
6. A student focused approach.

**TO APPLY:**

Applications accepted until position is filled, priority date is April 1, 2015. Please send a cover letter, resume, and contact information for 3 references to:

Jennifer Hass
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