



HOBART AND WILLIAM SMITH  
COLLEGES

Student Engagement

## Community Assistant Job Description 2022-2023

**Description:** The Community Assistant (CA) is an employee of Student Engagement at Hobart and William Smith Colleges. The overarching objective of this position is to provide support for students on campus to connect with peers, the campus, and the community at large. The CA works directly with students in on-campus residence halls to ensure a safe and enriching community is created and maintained. In developing such a community, they often address issues of personal counseling, advising, policy enforcement, and programming (both within the residence halls and across campus).

### Responsibilities include:

- Create and maintain a sense of community in the residential area to which the CA is assigned and maintain daily contact with the students in order to build community.
- Serve as a role model both on and off-campus.
- Serve as a peer advisor and resource person for students within the context and limitations of their training.
- Aid in the success of Orientation by serving as an Orientation Mentor. This will include participating in training and helping at various events throughout the weekend to ensure a smooth transition to HWS for our students.
- Develop, implement, and evaluate community events and projects including: programs, bulletin boards, and other opportunities for connection. These events and projects are defined by the Community Development Model.
- Assure that student behavior in the residence halls is in accord with Colleges' policies as outlined in the Handbook of Community Standards, and when needed, complete Incident Reports for the safety and security of the community.
- Assist with keeping the residence halls in compliance with New York State Fire Code and help to correct behavioral violations of the code.
- Maintain open communication with the Student Engagement professional staff members and inform them of potential situations that may require attention.
- Check HWS e-mail on a regular basis and respond when necessary to maintain appropriate communication.
- Fulfill administrative duties such as, attendance at scheduled neighborhood staff meetings, one-on-ones as scheduled with supervisor and LCA, and paperwork when necessary.
- Participate in mandatory staff training exercises and scheduled monthly in-service trainings.
- Accept full responsibility for use of the duty master keys when on duty. Master keys may only be used for official purposes which are directly related to the position's responsibilities as instructed by professional staff.
- Work to maintain a positive working relationship with Buildings and Grounds and Campus Safety through consistent communication.
- Remain on campus until the residences are closed at the end of each semester. CAs should not plan to depart from campus until the buildings are closed in order to aid in the closing procedures managed by Student Engagement.
- Participate as needed in CA Selection and Housing Selection processes.
- Other duties as assigned that align with the work of the department.

**Requirements:** Cumulative GPA of 2.5 or higher, good social standing, and completion of one year of on-campus housing at start of hire

**Benefits Include:** Room fee waived (~\$8,000/year); flexible meal plan options; \$50 monthly stipend for CAs that return to staff after first year of employment.