



Reporting to a Community Director (CD) and a Coordinator (AC), Community Assistants (CAs) are student leaders and mentors employed on a live-in basis to support and guide students. CAs provide a safe, supportive, and inclusive residential community. CAs are expected to review and abide by additional policies and procedures, including, but not limited to: University policies, and all local, state, and federal laws. If there is a need for clarification.

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 Facilitating positive interactions with residents and staff is an integral part of the role.

G. Promote and enhance student programming and interaction among residents, staff, and faculty.

To achieve the goals of Residential Learning & University Housing, CAs must show care and respect for all students. Responding to student concerns and crises allows RLUH staff to maintain a positive community while meeting individual student needs. CAs are often the first line of response and support in managing and responding to student and community concerns. CAs are expected to think critically and use sound judgment to determine appropriate action steps and follow-up.

- A. Know University policies and how they pertain to the student residences
- B. Report information regarding crimes in adherence with staff training and in compliance with all applicable policies, regulations, and laws.
- C. Serve as a:
 - a. _____ for the protection of minors as defined by state law (NJ Rev Stat § 9:6-8.10 (2021)) and outlined by the University (<https://confluence.rowan.edu/display/POLICY/Protection+of+Minors>)
 - b. _____ for reporting Title IX sexual harassment, sexual assault, and sexual misconduct as the term has been adopted by the University (https://sites.rowan.edu/osec/responsible_employee.html); and
 - c. 3. _____ for reporting certain crimes as defined by the Federal Clery Act and outlined by the University (<https://sites.rowan.edu/publicsafety/clery/csa/>).
- D. Abide by the Federal Education Rights and Privacy Act (FERPA) regarding the privacy and confidentiality of student information that CAs have access to as a function of their role
- E. _____ by all applicable University policies as well as local, state, and federal laws
- F. _____ and document suspected/alleged violations of University policies and refer violations to supervisors _____ as appropriate
- G. Deliver sensitive letters to students related to student disciplinary proceedings and other matters as assigned

- A. Help develop a community where students have concern and respect for the rights and experiences of themselves and others _____
- B. Educate students to resolve minor conflicts on their own effectively _____
- C. Mediate resident conflicts as they arise
- D. Notify a supervisor immediately of escalating conflicts _____

- A. Promote residents' awareness of their surroundings and safety procedures
- B. Complete health & fire safety inspections at least once a semester and as scheduled by supervisors

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- K. Assist with planned and unplanned University events, initiatives, and emergency response situations
- L. The CA position is live-in, and as such CAs are expected to sleep in their assigned room/suite/apartment each night, except for time away approved in advance by the Community Director

Must be able to perform all responsibilities and functions of the position for the full academic year (both fall and spring semesters)

Must reside in the assigned residence; CAs are also expected to make use of campus dining facilities regularly

Possess leadership skills and ability to work in a team

Possess effective communication skills to successfully approach people to mediate problem situations, to keep supervisors appropriately informed, and to disseminate information

Must be easily approachable, available, and able to establish rapport with residents

Ability to exercise good judgment and discretion

Must be able to attend all staff training sessions, events, meetings, and in-services

Must be able to execute protocols, required tasks, and expectations as outlined in staff training with sufficient proficiency while balancing all academic-related demands

Must be a full-time student (enrolled in 12+ credits each semester) in good academic standing making reasonable progress toward degree

10/20/20

The CA position is for one academic year. CAs receive a furnished, single bedroom in an assigned residence hall or apartment; a campus meal plan providing 14 meals a week when classes are in session; and a \$1,000 stipend for the academic year (\$500 per semester), disbursed on a bi-weekly basis. CAs are assigned and required